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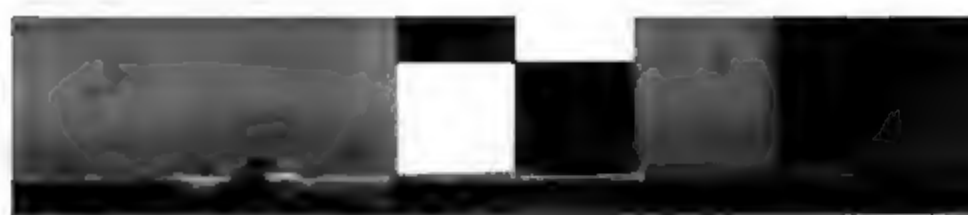
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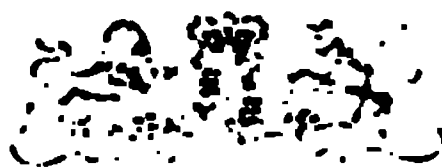
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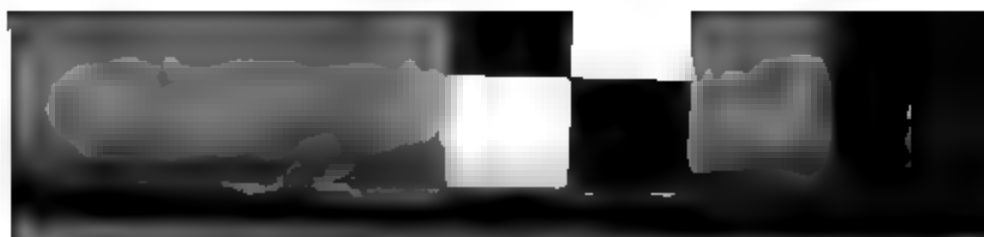


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General officers commanding districts and stations and commanding officers will be held responsible that these regulations and orders are strictly observed, and that any local instructions or regimental orders that may be issued are guided and directed by their spirit and intention.

In this edition no attempt has been made to provide for necessary and self-evident exceptions; it has, for example, been taken for granted that where a given date falls on a Sunday the action directed will be taken on the following day; and instructions for that and similar exceptions are omitted.

All previous orders on the subjects to which reference is made in these regulations are hereby cancelled.

*Walsley R. M.*

Commander-in-Chief.

WAR OFFICE,  
1st July, 1899.



# CONTENTS.

---

	Para.
<b>PRECEDENCE OF CORPS</b> ....	1-2
<b>COMMAND, RANK, PRECEDENCE, &amp;c., of OFFICERS</b>	3-21
Command in the Colonies ....	22-32
Corresponding Ranks in the Army and Navy, &c. ....	33-36
<b>PRECEDENCE OF WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS</b> ....	37-38
<b>STANDARDS AND COLOURS</b> ....	39-44
<b>HONOURS AND SALUTES--</b>	
General Instructions ....	45-62
Official Visits ....	63
Guards of Honour ....	64-65
" and Sentries ....	66-75
Flag Stations at home and abroad and Flags to be flown	76
Saluting Stations at home and abroad ....	77
Artillery Salutes ....	78-80
Flags in Vessels and Boats....	91-95
Salutes in Boats ....	97
<b>MILITARY FUNERALS, &amp;c.</b> ....	98-105
Minute guns at civil funerals ....	1-7
Salute to remains of distinguished foreigners, &c. ..	105
<b>APPOINTMENT, PROMOTION, EXCHANGE, TRANSFER, RETIREMENT, AND RESIGNATION OF OFFICERS</b>	
General Instructions ....	109-123
Appointment of Adjutant and Assistant Adjutant of Regular Forces ....	129-132
Appointment of Adjutant of Militia, Yeomanry Cavalry, or Volunteers... ..	133-137
Army Service Corps ....	138-140
Army Ordnance Department ....	140
Army Pay Department ....	141
Governors of Military Prisons, Appointment of	144
Quartermasters, Riflingmasters, and Executive Staff, Army Ordnance Department, Continuance in Service of ....	149
Half-Pay, Retirement, and Resignation ....	150-154
<b>DUTIES OF THE COMMANDER-IN-CHIEF</b> ....	155
(42.)	A 2

	Para.
<b>DUTIES OF GENERAL OFFICERS COMMANDING</b>	156-163A
Encampments	164-165
Schemes of Defence	166-172
Treasury Chest	173-174
Prize Money	176
Patents—Trial of Inventions	177-178
<b>INSPECTIONS AND INSPECTION REPORTS—</b>	
By General Officers Commanding	179-189
Cavalry	190
Royal Artillery	191-194
Royal Engineers	195-196
Army Service Corps	197-198
Royal Army Medical Corps	199
Army Ordnance Department and Mobilisation Stores	200
Director-General, Army Veterinary Department	201
Annual District Reports	202
<b>CONFIDENTIAL REPORTS</b>	203-211
<b>APPOINTMENTS TO THE STAFF</b>	215-222
<b>DUTIES OF STAFF, MEDICAL, AND DEPARTMENTAL OFFICERS OTHER THAN GENERAL OR OTHER OFFICERS COMMANDING—</b>	
Duties of Staff and Departmental Officers	223-228
Artillery and Engineer Duties	229-232
Duties of the Army Service Corps	233
" Army Medical Staff and Royal Army Medical Corps	234
" Army Ordnance Department and Army Ordnance Corps	235-237
" Army Pay Department	238-239
" Army Veterinary Department	240
<b>GARRISON AND REGIMENTAL DUTIES—</b>	
Roster of Duties	241-251
Daily Duties	252-258
Guards and Piquets	259-272
Duties in Aid of the Civil Power	273-283
Working and Fatigue Parties	294-302
<b>DUTIES IN REGARD TO BARRACKS—</b>	
Inspection of Barracks and Assessment of Damages	303-323
Appropriation and Equipment	324-332
Sanitation	333-342
Precautions against Fire	343-355
Re-appropriations, Sites for Buildings, and New Buildings	356-367
Allotment of Quarters	368-394
Miscellaneous Barrack Duties	399-402
<b>MONUMENTS, &amp;c., IN CHURCHES AND CHAPELS</b>	403-406
<b>DISCIPLINE—</b>	
General Instructions	407-430
Arrest and Military Custody	431-450
Investigation of Charges	451-459

	Para.
Summary and Minor Punishments ....	460-471
Drunkenness ....	472-479
Courts-Martial ....	480-536
Courts of Inquiry, Committees, and Boards ....	537-547
Desertion and Offences against Enlistment ....	548-578
Disposal of Military Convicts and Military Prisoners	579-626
Military Prisons ....	627
Provost Prisons ....	628-652

#### INTERIOR ECONOMY —

General Instructions ....	653-668
Duties of Commanding Officers ....	669-680
"    Regimental Officers other than Commanding	
Officers ....	681-686
Soldiers' Accounts, Small-Book, &c. ....	686-696
"    Messing and Cooking ....	697-706
Messing Allowance ....	707
Soldier-Servants and Orderlies ....	708-717
Married Soldiers ....	718-725
Boys ....	726-730
Officers' and Soldiers' Letters ....	731-739

#### WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN; PROMOTION, EMPLOYMENT, &c.—

Warrant Officers ....	740-743
Non-Commissioned Officers and Men ....	744-771
Staff-Clerks, &c. ....	772-776
Armourer Section, Army Ordnance Corps ....	776-779
Machinery Artificer Section, Army Ordnance Corps	780-788

#### REGIMENTAL WORKSHOPS AND EMPLOYMENT OF SOLDIERS IN TRADES; REPOSTING; COLONIAL EMPLOYMENT

.....	789-792
Pioneers and Pioneer Workshops ....	793-804
Tailors and Tailors' Shop ....	805-811
Shoemakers and Shoemakers' Shop ....	812
Regimental Transport, and Cold-Shoers ....	813-814
Regimental Artificers ....	815
Re-posting after Six Years' Service ....	816-819
Employment of Soldiers under Colonial Governments....	820

#### HORSES, STABLES, VETERINARY DUTIES, EQUITATION, &c.—

Remounts ....	821-833
Casting Horses ....	834-841
Disposal of Dead and Disabled Horses ....	842-846
Care of Horses—General Instructions ....	847-856
Horses for use of Officers at Manœuvres....	857
Rules for Stable Management and Routine of Duties	858-882
Veterinary Duties, &c. ....	883-890
Infectious and Contagious Diseases of Horses ..	891-893
Employment of Civil Veterinary Practitioners ..	894-897
Forage ....	898-902
Officers' Chargers ....	903-904
Equitation ....	905-911
Farriers and Shoeing-Smiths; Shoeing ....	912-923
Saddlers and Saddlery ....	924-930

# **MESSES, BANDS, GARRISON AND REGIMENTAL INSTITUTES, LIBRARIES, &c.—**

Officers' Messes	931-971
Bands, Band Subscriptions, Bandmasters, and Musical Training	972-992
Serjeants' Messes	993-996
Garrison and Regimental Institutes	997-1027
Libraries, Garrison and Station	1028-1056
Soldiers' Gardens	1057

## **MILITARY TRAINING—**

General Instructions	1058-1060A
Cavalry	1061-1063
Royal Artillery	1064-1066
Royal Engineers—Field Works	1067-1069
Infantry—Recruits	1070-1082
Infantry—Trained Soldiers	1083-1087
Infantry Marching	1088-1094
Musketry	1095-1098
Machine Guns	1099-1102
Instruction in Swordsmanship	1103-1108
Swimming	1109-1111
Gymnastic Instructors and Gymnastic Training	1112-1119
Range-Taking	1120-1123
Signalling	1124-1134
Field Sketching, Reconnaissance, and Coast Defence Problems	1135-1140
Military Surveys by Officers	1141-1142

## **MILITARY EDUCATION—**

The Staff College	1143-1154
The Ordnance College	1155-1162
Practical Instruction, &c., in Districts	1163-1169
War Games	1170
Examination of Second Lieutenants Royal Artillery to qualify for Armament Pay	1171
Examinations for Promotion of Officers below the rank of Major	1172-1186
Boards of Examination	1187-1193
Examination for Promotion to Lieutenant-Colonel	1194-1197
Examinations in Languages and Shorthand	1198-1205
Army Schools	1206-1228
Professional Examination of Non-Commissioned Officers	1229-1238

## **SCHOOLS AND CLASSES OF INSTRUCTION—**

General Instructions	1239-1244
Instruction in Army Service Corps Duties	1245
School of Cookery, Aldershot	1246-1249
“ of Military Engineering, Chatham	1250-1254
“ of Musketry, Hythe	1255-1257
Instruction in Judging Provisions, Forage, &c.	1258-1259
School of Gymnastics, Aldershot and the Curragh	1260-1264
Royal Military School of Music, Kneller Hall	1265-1271
Practical Instruction of Officers in Districts	1272-1277
The Riding Establishment, Canterbury	1278-1286
Riding Classes for Officers in Districts	1287-1290
The Ordnance College, Woolwich	1291-1292

Course for Saddlers and Saddletree-Makers, Woolwich Dockyard ....	1293-1294
School of Signalling, Aldershot ....	1295-1296
Course for Tailors at the Royal Army Clothing Factory	1297
Veterinary School, Aldershot ....	1298-1301

#### **DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION, &c.—**

General Instructions ....	1302-1308
Chaplains ....	1309-1312
Civilian Clergymen ....	1313-1316
Religious Instruction and Religious Books ....	1317-1320

#### **MOVEMENT OF TROOPS, BAGGAGE, STORES, &c., IN THE UNITED KINGDOM—**

General Instructions ....	1321-1338
Routes ....	1339-1353
Travelling Warrants ....	1354-1368
Movements of Individuals without Routes ....	1369-1372
Marches ....	1373-1377
Movement of Troops by Railway....	1378-1422
Conveyance of Baggage ....	1423-1433
"    of War Department Stores ....	1434-1456

#### **MOVEMENT OF TROOPS, BAGGAGE, STORES, &c., TO AND FROM STATIONS ABROAD—**

Preliminary Arrangements ....	1457-1482
Inspection and Fitting of Hired Ships ....	1483-1489
Superintendence and Reports of Embarkation ....	1490-1496
Embarkations : Shipment of Baggage ; Embarkation of Families and Troops ....	1497-1550
Duties on Board Ship ....	1551-1614
Special Instructions for Homeward Voyages ....	1615-1626
Intermediate Ports....	1627-1633
Disembarkations ....	1634-1651
Disposal of Detachments arriving from Abroad	1652-1661
Mounted Troops and Horses : Embarking, &c. ; Management on Board ; Stable Duties ; Disembarkations ....	1662-1694

#### **DUTIES OF MEDICAL OFFICERS ; HOSPITALS, &c.—**

General Instructions ....	1695-1717
Report when Civil Practitioners are Employed ....	1718
Hospital for Soldiers' Wives and Children ....	1719-1723
Medical Officers and Hospitals in the Field ....	1724-1727
"    "    doing duty with Troops in Peace	1728-1731
Instruction in the use of First Field Dressing ....	1732
Training of Stretcher-Bearers ....	1733-1740
Duties of the Assistant-Adjutant-General, Netley ....	1741

#### **ENLISTMENT, EXTENSION OF SERVICE, RE-ENGAGEMENT, AND TRANSFER**

Enlistment ....	1742
Extension of Service ....	1743-1746
Re-engagement ....	1747-1755
Continuance in the Service beyond 21 years ....	1756-1760
Transfer to other Corps ....	1761-1764D
Transfer to the Army Reserve ....	1765-1787
Re-transfers from the Army Reserve ....	1788

**DISCHARGE AND RECKONING OF SERVICE—**

General Instructions	1789-1802
Special Instructions as to various Classes of Discharge	1803-1805
"    "    as to Classes xiv and xv of para-	
graph 1805	1806-1810
"    "    as to Class xvi of paragraph 1805	1811-1822
• Disposal of Soldiers on Discharge	1823-1827
Assessment of Character on Discharge or Transfer to the Reserve	1828-1836
Description and Measurements on Discharge or Transfer to the Reserve	1837
Recommendations for Employment in Civil Life	1838-1840
Reckoning Service towards Limited Engagement; Reckoning Former Service; and Restoration of Forfeited Service	1841-1845

**REGIMENTAL DISTRICTS, DEPOTS, MILITIA AND VOLUNTEER ARTILLERY DISTRICTS, AND PERMANENT STAFF OF THE MILITIA, YEOMANRY, AND VOLUNTEERS—**

Duties, &c., of Commanding Officers	1846-1850
Permanent Staff of Militia, Yeomanry, and Volunteers	1851-1868
Army Reserve	1869
Regimental Depôts	1870-1891
Training Militia Recruits	1892-1893

**LEAVE OF ABSENCE AND FURLONGHS—**

Leave of Absence—Officers	1894-1932
Furloughs—Soldiers	1933-1951

**DRESS AND EQUIPMENT—**

General Instructions	1952-1960
Special Instructions—Officers	1961-1971
Staff	1972-1981
Cavalry	1982-1984
Royal Artillery	1985-1986
Royal Engineers	1987-1991
Infantry	1992-1996
Army Service Corps	1997
"    Medical Staff and Royal Army Medical Corps	1998
"    Ordnance Department	1999
"    Pay Department	2000
"    Veterinary Department	2001
Orders of Dress and Horse Furniture—Officers	2002-2005
Field Equipment—Officers	2006-2007
Special Instructions and Orders of Dress—Soldiers	2008-2023
Equipment	2024-2027
Small-arm Ammunition	2028-2038

**MEDALS AND DECORATIONS—**

General Instructions	2039-2048
Victoria Cross, Distinguished-Conduct Medal, and Meritorious-Service Medal	2049-2051
Good-Conduct Medal	2052-2057
Albert Medal, and Royal Humane Society's Medal	2058-2069
Foreign Orders and Medals	2060-2061

	Paras.
<b>CORRESPONDENCE, RETURNS, REPORTS OF CASUALTIES, AND INQUIRIES REGARDING SOLDIERS—</b>	
Despatches ....	2062-2067
General Instructions as to Correspondence ....	2068-2086
Periodical Reports and Returns ....	2087-2089
Instructions as to Regimental Returns ....	2090-2097
Reports of Casualties, &c. ....	2098-2107
Inquiries Regarding Soldiers ....	2108
<b>DOCUMENTS, BOOKS, REGIMENTAL AND COMPANY, &amp;c., RECORDS, OBSOLETE DOCUMENTS, STATIONERY—</b>	
Secret, Confidential, and other Documents ....	2109-2118
Army Books, &c., to be kept up by Units, &c. ....	2119-2121
Special Instructions for keeping Army Orders and Regimental Books, &c. ....	2122-2123
Record of Officers' Services ....	2124
Record of Soldiers' Services—Attestations, &c. ....	2125-2149
Regimental Defaulter Sheets ....	2150-2155
Guard Reports ....	2156-2157
Court-martial Records ....	2158-2163
Declarations of Courts of Inquiry into Illegal Absence	2164
Original Proceedings of Regimental Courts-martial ....	2165
Casualty Book, Letter Book, Register of Letters Received ....	2166-2169
Historical Records ....	2170-2174
Register of Marriages and Baptisms ....	2175-2180
Report of Births and Deaths—at Home ....	2181
Registration and Report of Births, Marriages, and Deaths—Abroad ....	2182
Equitation Register ....	2183-2185
Register of Certificates of Education ....	2186
Veterinary Officers' Books ....	2187
Register for Civil Employment ....	2188
Company, &c., Books ....	2189-2191
Disposal of Obsolete Documents ....	2192-2193
Supply, &c., of Stationery, Army Forms, Military Books, Maps, &c. ....	2194-2196

## APPENDICES.

---

	Page
<b>Appendix I.—Order in Council</b> ....	379
Department of the Commander-in-Chief.	
Adjutant-General's Department.	
Quartermaster-General's Department.	
Department of the Inspector-General of Fortifications.	
"                    Director-General of Ordnance.	
Duties of the Financial Secretary of the War Office.	
<b>Appendix II.—Brigade of Guards</b> ...	381
Command and Rank.	
Honours and Salutes.	
Interior Economy.	
Duties.	
Duties in Garrison.	
<b>Appendix III.—Instructions for the Preparation of Staff</b>	
Diaries and Intelligence Reports ....	387
System of Orthography to be used.	
<b>Appendix IV.—Legal Proceedings</b> ....	392
General Instructions.	
Legal Proceedings Abroad.	
<b>Appendix V.—Orders to Regulate Admission to the</b>	
National Defences ...	394
<b>Appendix VI.—Syllabus of Examination of Second Lieu-</b>	
tenants, Royal Artillery, to qualify for the Issue of	
Armament Pay ....	396
<b>Appendix VII.—Subjects for the Examination of Officers</b>	
for Promotion, Instructions for the Guidance of	
Boards, and Standard of Qualification ....	397
<b>Syllabus—</b>	
(a.) Regimental Duties :	
Warrant Officers and Non-Commissioned Officers,	
to Second-lieutenant.	
Second-lieutenants, Quartermasters, and Riding-	
masters, to Lieutenant.	
Captains to Major.	
(b.) Drill :	
Warrant Officers and Non-Commissioned Officers,	
to Second-lieutenant.	
Second-lieutenants, Quartermasters, and Riding-	
masters, to Lieutenant.	
Cavalry.	
Artillery—Horse and Field Batteries.	
Mountain Batteries.	
Garrison Companies.	
Siege Companies and Heavy Batteries	
(India).	



### Appendix VII.—(continued).

## Engineers and Infantry.

**Army Service Corps.**

Captains to Major.

(Cavalry.

## Artillery—Horse, Field, and Mountain Batteries

**Garrison Companies.**

## Siege Companies and Heavy Batteries

(India).

**Engineers and Infantry.**

**Army Service Corps.**

(c.) **Military Law :**

**Lieutenants to Captain.**

**Captains to Major.**

**(d) Duties in the Field:**

**1. Military Engineering—All ranks.**

**2. Military Topography—All ranks.**

### 3. Tactics—Lieutenants and Captains.

(c., Artillery (Lieutenants of Artillery only).

(f.) Army Service Corps Subjects (Officers of A.S.C. only):

**Lieutenants to Captain.**

Captains to Major.

(g.) Organization and Equipment (Officers other than A.S.C.)--All ranks :

## Instructions for the Guidance of Boards.

### Standard of Qualification.

	Page
<b>Appendix VIII. Tactical Fitness for Command ....</b>	<b>413</b>

**Appendix IX. Subjects for the Examination of Non-Commissioned Officers** ..... \$15

## Cavalry, Artillery, and Infantry - Syllabus

## Discipline and Duties in Barracks.

(a.) Duties in Barracks.

(b.) Guards and Piquets.

(c.) In camp and on the march.

(d) Drills.

(c.) **Manoeuvre Infantry.**

## Detached Duties of Cavalry.

(f.) **Monetary.**

(Continued).

(9.) Equipment Royal Artillery.

**Appendix X.—Syllabus for the Examination of Candidates for the Appointment of Adjutants of Militia, Yeomanry, and Volunteers** . . . . . 421

## Appendix XI. Syllabus of the Course of Training in Transport Duties for Infantry Soldiers . . . . . 423

**Appendix XII. Regulations as to taking out Patents  
for Inventions** . . . . . 424

INDEX ..... 423

## DEFINITIONS.

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1. The term "general officer commanding" will be held to include the officer in command of a district during the absence of the general officer.

2. The term "unit" in these regulations will be held to mean in the—

*Cavalry*.—A regiment or depôt.

*Royal Artillery*.—A battery, company, or depôt.

*Royal Engineers*.—A mounted detachment, pontoon troop, telegraph division, balloon section, coast battalion section company, or field depôt

*Infantry*.—A battalion or regimental depôt.

*Army Service Corps*.

*Royal Army Medical Corps*.

*Army Ordnance Corps*.

} A company.

3. The term "defaulter sheet" or "defaulter book," without the prefix "regimental," will be understood to mean the squadron, troop, battery, or company defaulter sheet or book.

4. The term "company, &c.," will be understood to mean "squadron, troop, battery, or company."

5. A.F.=Army Form.

# REGULATIONS MADE IN PURSUANCE OF THE ARMY ACT.

<i>Queen's Regulations.</i>			<i>Corresponding Section of the Army Act.</i>
Paras. 3 to 38	..	..	71 (1).
Paras. 425 and 454 to 479	..	..	46 and Rule of Procedure 128.
Para. 586	..	..	135.
Paras. 1744 to 1746	..	..	78 (1) (b) and (c).
Para. 1747	..	..	84, 86.
Para. 1757	..	..	85, 86.
Paras. 1789 to 1845	..	..	92.



[The amendments made in the Queen's Regulations and Orders for the Army, 1898, are denoted by a black line in the margin. As some typographical errors may have occurred in publication, it is requested that, should any be discovered, they may at once be pointed out in writing to the Under Secretary of State for War.]

THE  
QUEEN'S REGULATIONS  
AND ORDERS  
FOR  
THE ARMY.  
1899.

**PRECEDENCE OF CORPS.**

1. The following is the order of precedence in the army :—

Precedence  
of corps.

Order.	Regiment, unit, or corps.	Order of precedence.
1	The Regiments of Life Guards and the Royal Horse Guards...	As laid down in the Army List.
2	The Royal Horse Artillery (a) ... ..	"
3	The Regiments of Cavalry of the Line ... ..	"
4	The Royal Regiment of Artillery (b) (local companies abroad excepted).	"
5	The Corps of Royal Engineers (local companies abroad excepted).	"
6	The Regiments of Foot Guards ... ..	"
7	The Territorial Regiments (c) ... ..	"
8	The local companies of Royal Artillery abroad.	
9	The local companies of Royal Engineers abroad.	
10	The West India Regiment.	
11	The Army Service Corps.	
12	The Royal Army Medical Corps.	
13	The Hong Kong Regiment.	
14	The Royal Malta Artillery.	
15	The Departmental Corps ... ..	As laid down in the Army List.
16	The Honourable Artillery Company.	
17	The Militia (d).	
18	The Yeomanry Cavalry.	
19	The Volunteers.	

- (a) But on parade with their guns to take the right, and march at the head of the Household Cavalry.
- (b) The Royal Marine Artillery will take the left of the Royal Artillery.
- (c) The Rifle Brigade (Prince Consort's Own) ranks after the Princess Louise's Argyll and Sutherland Highlanders; the Royal Marine Light Infantry after the Royal Berkshire Regiment.
- (d) Militia Artillery and Engineers have precedence over Militia Infantry. Battalions take precedence according to the precedence of their territorial regiments.

2. For manœuvring, units will be distributed and drawn up in the manner ordered by the general officer commanding. Rifle battalions should be on a flank—usually the left of the line of infantry.

Order on  
parade.

**COMMAND, RANK, PRECEDENCE, &c., OF OFFICERS.**

3. The following rules respecting the command, rank, and precedence of officers are laid down by Royal Warrant, dated the 12th January, 1895 :—

Command,  
rank, &c.,  
of officers.

Art. 2—  
1871

(i) An officer appointed to command, or an officer appointed second in command of a regiment or battalion in the army, shall exercise command over any other officers serving therein, irrespectively of the date of appointment. All other officers, except those of the Indian Staff Corps, doing duty with their regiments shall take rank according to their dates of appointment in that rank to such regiments, whether promoted on full pay or appointed from half pay; and all officers serving together with officers of other corps, shall take rank according to the dates of their respective appointments to that rank in the army. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a regiment or battalion, be determined by the date of their next lower rank.

Half pay,  
Ill-health

(ii) If an officer be placed on half pay on account of ill health caused by military service, or under circumstances over which he had no control, and be subsequently brought back to full pay in the same rank and corps or department, he shall for precedence in his rank take the same numerical position as he occupied when placed on half pay.

Half pay on  
account of  
sickness, &c.

(iii) If an officer placed on half-pay on account of sickness, or of sickness caused by active service in the field, be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, revert to the original position in relation to the officers of his corps or department held by him when placed on half pay, except that, should any officers have been promoted during his absence, he shall not be entitled to supersede them in the rank to which they had been promoted, nor have any right himself to promotion, until after his restoration to full pay in the corps or department, and then only in ordinary succession.

Precedence  
of colonial  
officers

(iv) Officers of the army serving in any British colony or dependency, with rank granted by the Queen, shall have precedence of colonial officers of equal rank, but if holding local rank conferred upon them by the colonial authorities, shall take rank with colonial officers according to the dates of their respective colonial ranks, provided that colonels serving in the Dominion of Canada, with rank granted by the Queen, or by the general officer commanding the forces there, shall have precedence of, and command over, all colonial officers; and also that field officers of the regular forces in a colony or dependency shall have precedence of, and command over, field officers of the permanent, militia, and volunteer forces there, if so ordered by the governor. Local or temporary rank granted to an officer of the army on assuming command of colonial forces, or when proceeding to a colony for any special service, shall be conferred by the Queen.

Precedence  
of officers of  
regular  
forces

(v) Officers of the regular forces and officers of the militia, who take rank with officers of the regular forces at the youngest of their degree, shall have precedence of, and command, the officers of equal degree serving in the Honourable Artillery Company, yeomanry cavalry, and volunteer corps, and the officers of the Honourable Artillery Company, yeomanry cavalry, and volunteer corps shall rank together according to the dates of their respective ranks. Other questions of precedence among officers of the same rank in different branches of the service when on duty shall be subject to such regulations as the Secretary of State may from time to time make.

The Royal  
Malta  
Artillery

(vi) An officer of the Royal Malta Artillery shall take rank and precedence below other officers of the regular forces of the same grade.

4. The function of command is to be exercised by the senior combatant officer, except in cases where an officer has been specially appointed to the command of a body of forces, or appointed to the command of a corps, irrespectively of the branch of the service to which he belongs, and including the Royal Marine forces and Her Majesty's Indian forces. Exercise of command.

5. An officer holding an appointment on the general, but not on the personal, staff of the army, is qualified to assume the ordinary functions of command on becoming the senior combatant officer present. Of staff officers.

6. When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the officer commanding the whole body, act under the immediate authority of its own commander in matters of a purely regimental character. Command of detachments.

7. An officer employed in a colonial military appointment,\* a civil appointment,\* on the staff of a civil governor, under a foreign government, or in special extra-regimental employment will not be entitled, by virtue of his military rank, to assume any military command in the army unless called out for military duty by the Secretary of State. He will be liable, however, in any case of necessity to serve on courts-martial, or to perform such military duties as the Secretary of State may direct. Officers extra-regimentally employed.

8. An officer of the Army Service Corps detailed for barrack duties, if specially detached from regimental duty with his corps, will not hold any military command, except over such officers and men as may be specially placed under his command. Army Service Corps.

9. Subject to the fact that any officer, whether of permanent, local, or temporary rank, may, as described in paragraph 3, be specially appointed to any particular command, the relative precedence of permanent, local, and temporary rank is as under:— Local and temporary rank.

(i) Local rank granted by the Queen carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.

(ii) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(iii) The rank of brigadier-general will be temporary or local only.

10. Officers appointed to act temporarily in a higher rank shall take rank among themselves, while so acting, according to the dates of their temporary appointments, but as junior to all permanent officers of the same grade. Temporary appointments.

11. Officers employed as brigade-majors, if of the rank of captain, are to take rank and precedence next after field officers in the brigade or garrison in which they are serving. Brigade-majors.

12. The following order, dated "St. James's Palace, 31st July, 1830," was issued by command of His late Majesty King William the Fourth:—

"The gold-stick will continue to perform the duty of that office, and will receive from His Majesty in person the parole and countersign, and will report to His Majesty in person, as usual, as well as to the general officer commanding the army in chief. He will also specially report to His Majesty the receipt of any order from the general commanding-in-chief." Gold-stick.

\* As defined in Articles 1114 and 1115 of the Royal Warrant for Pay, &c., 1870. (4.R.)

Household  
Cavalry  
together  
and with  
other troops

13. When the regiments of Life Guards and the Royal Horse Guards do duty together, the eldest officer by commission will command the whole force, regard being always had to the respective ranks of those corps and the posts they usually occupy, and if any of the Life Guards, Royal Horse Guards, or Foot Guards be serving with any other troops, the eldest officer by commission, without respect to corps, will take upon him the command of the whole force.

Household  
Troops

14. When the regiments of Life Guards and the Royal Horse Guards, or detachments from the same, do duty together, unmixed with other corps, they will be considered as one corps, and the officers will take rank and do duty according to the dates of their commissions. The same rule will apply when the regiments of Foot Guards, or detachments from the same regiments, do duty together, unmixed with other corps.

Depart-  
mental and  
other  
officers.

15. A departmental officer, serving in his own department, whether on his combatant or other commission; an officer holding honorary rank (except on retirement); and an officer permanently transferred from the late Commissariat and Transport Staff to the supernumerary list of the Army Service Corps, or subsequently promoted to the substantive rank of colonel in the army, will, in virtue of his rank or of his position under Art 320 of the Royal Warrant for Pay, &c., be entitled to precedence and (subject to the provisions of the Royal Warrant for Pay, &c., and the "Allowance Regulations") other advantages attached to the corresponding rank of combatant officers. Such rank or position will not, however, entitle the holder of it to the presidency of courts-martial, or to military command of any kind except over such officers and men as may be specially placed under his command, provided that—

- (1) An officer of the Army Ordnance Department will be the officer of, and will command, the Army Ordnance Corps.
- (2) An officer of the Army Pay Department will be the officer of, and will command, the Army Pay Corps.

Officers of the Royal Army Medical Corps, or officers on the medical staff, will not be entitled to the presidency of courts-martial, nor will they exercise any military command outside their corps, except over such officers and soldiers as may be attached thereto for duty, and over all patients in military hospitals.

Lieutenant-  
Colonels of  
Army Medi-  
cal Corps

16. Lieutenant-colonels of the Royal Army Medical Corps specially selected for increased pay under Article 262 of the Royal Warrant for Pay, &c., shall, within that corps, be senior to all the other lieutenant-colonels for purposes of precedence and command.

Ordnance  
officers

17. The seniority of officers of the Army Ordnance Department in their respective departmental grades or ranks will be regulated by the date of their appointment or promotion to those ranks, except in the case of officers who are serving permanently in the department, on return to duty from half-pay, whose position and seniority will be governed by the general rules laid down in these Regulations.

Indian Civil  
Veterinary  
Department

18. Officers of the Indian Civil Veterinary Department will retain their rank and commissions in the Army Veterinary Department, and will be entitled to all the advantages of such rank, as laid down in Regulations.

Officers  
on half-pay

19. Officers retaining their commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held,



except in cases which may be exempted from this regulation by the Queen's special authority.

19. Officers of militia, of the Honourable Artillery Company, of the yeomanry, or of the volunteers, having also rank in the regular service, are not permitted, while serving in any of those forces, to avail themselves of any other rank than that which they hold by virtue of their militia, Honourable Artillery Company, yeomanry, or volunteer commission. This rule does not apply to adjutants of militia, of the Honourable Artillery Company, of the yeomanry, or of volunteers, whose rank is governed by special rules contained in the regulations for those forces. Rank of officers in Militia, &c.

20. An army reserve officer shall, on being called out for army service and appointed to a corps, be placed at the bottom of his rank in the regiment to which he is appointed, and be designated and distinguished as an "Army Reserve Officer" in the Regimental List. Such officers will rank among themselves according to the dates of their respective commissions; but officers who have retired from the army with liability for further service will take precedence in their rank of other army reserve officers. Army reserve officers with units.

21. Army reserve officers employed in the educational establishments of the army will not be entitled during such employment to exercise military command. Educational establishments.

#### Command in the Colonies.

22. The governor of a colony, although bearing the title of captain-general or commander-in-chief, and although he may be a military officer, senior in rank to the officer commanding the troops, is not, except on special appointment from Her Majesty, invested with the command of Her Majesty's regular forces in the colony. He is not therefore entitled to take the immediate direction of any military operations, or, except in cases of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the officer in command of the forces. Any such exceptional communication must be immediately notified to that officer. Governor of a colony.

23. Except as provided in paragraph 29, it is the duty of the governor to determine the objects with which and the extent to which Her Majesty's troops are to be employed. He is therefore authorized to issue to the officer commanding the troops, directions respecting their distribution and their employment on escort, and other duties required for the safety and welfare of the colony. Power of disposing troops.

24. In the event of armed insurrection, or of such general disturbance within the colony as to render military operations necessary, the officer commanding the troops will receive from the governor instructions, as definite as practicable, relative to the employment of the troops. The governor is required to consult, as far as possible, with the officer commanding the troops, with the view of avoiding dispositions that might be open to military objection. When, however, military operations have been determined upon, and their object and scope have been definitely decided, the responsibility for all details of their conduct will rest solely with the officer commanding the troops. Insurrection or internal disturbance.

25. The governor, as the Queen's representative, will give the "word" (parole) in all places within his government. To consult with military commander.

26. Subject only to such directions as may be issued by the governor under paragraph 23, the officer commanding the troops is alone responsible for all military details connected with their distribution and movements, the composition of detachments, and Responsibility of military commander.

all other matters (including the grant of leave of absence to officers) relative to the duties, discipline, administration, and inspection of the troops, &c., under his command.

Returns.

27. The officer commanding the troops will render to the governor such returns as he may require relating to their strength and condition, or to the military stores, armaments, and defences of the colony.

Receipt of  
Army Act.

28. On the receipt of the Army (annual) Act, the officer commanding the troops will communicate to the governor the "General Orders" in which it may be promulgated.

Invasion of  
colony.  
Responsa-  
bility of  
commander

29. In the event of the colony being invaded or assailed by a foreign enemy, and whenever there is imminent danger of its being so invaded or assailed, and thus becoming the scene of active military operations, the officer commanding the troops becomes alone responsible for their distribution and direction. He will, however, as far as practicable, consult with the governor with a view to avoiding dispositions unfavourable to the preservation of the internal tranquillity, safety, and welfare of the colony, and will incur special responsibility if, either on such occasions or in carrying out details consequent on the governor's instructions in the case of armed insurrection, as mentioned in paragraph 23, he shall direct the troops to be stationed or employed in a manner represented to him by the governor to be undesirable in these respects.

Transfer of  
troops to  
another  
colony.

30. Where several colonies are comprised in one military command, the officer in command of the whole may transfer troops from one colony to another on an application from the governor of the colony to which the troops are to be sent. This application should, when practicable, contain the written expression of opinion of the military officer, if any, there in command, but no such transfer shall be made (except under instructions from home) without the concurrence of the governor of the colony from which it is proposed to move the troops.

Colonies  
how com-  
bined  
Precedence  
in.

31. For the purposes of paragraphs 22 to 30, colonies comprised under one government in chief are to be treated as a single colony. Where two or more colonies are comprised within one military or naval command, the military or naval officers holding the command in any such colony for the time being will retain the precedence assigned to them by the colonial regulations, notwithstanding the presence of the chief superior officer of the whole military or naval command respectively.

Corre-  
spondence  
on these  
questions.

32. When the officer commanding the troops in a colony desires to bring to the notice of his military superiors any matter which may involve civil as well as military considerations, he will first communicate with the governor with a view to obtaining his opinion thereon. He will transmit with his own report, any opinion or observations he may thus obtain; and will in every case furnish the governor with a copy of any reports he may make on subjects other than military discipline and routine.

Duplicate  
report to  
Governor

#### Corresponding Ranks in the Army and Navy, &c.

Corre-  
sponding  
rank given  
no claim to  
command.

33. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of Her Majesty's land forces on shore, nor to any officer of the army to assume command of any of Her Majesty's squadrons or ships, or any of the officers or men thereunto belonging; unless under special authority from the Government in England for any particular service.

84.

## Corresponding Ranks.\*

ARMY.		NAVY.											
1. Field-Marshal ...	Admirals of the Fleet.												
2. General ...	Admirals.												
3. Lieutenant-General ...	Vice-Admirals.												
4. Major-General ...	Rear-Admirals ...	Inspectors-General of Hospitals and Fleets.											
5. Brigadier-General ...	Captains of the Fleet Commodores, 1st and 2nd class.												
6. Colonel ...	Captains over 5 years	Deputy Inspectors-General of Hospitals and Fleets. Secretaries to Admirals of the Fleet.† Paymasters-in-Chief. Chief Inspectors of Machinery and Inspectors of Machinery of 8 years' service in that rank. Staff Captains of 4 years' seniority.											
7. Lieutenant-Colonel	Captains under 5 years.	Staff Captains. Secretaries to Commanders-in-Chief, of 5 years' service as such.† Inspectors of Machinery under 8 years' service in that rank.											
	Commanders, but junior of that rank.	<table border="0"> <tr> <td>Staff Commanders ...</td> <td>...</td> <td rowspan="5">} But junior of that rank.</td> </tr> <tr> <td>Fleet Surgeons...</td> <td>...</td> </tr> <tr> <td>Secretaries to Commanders-in-Chief under 8 years' service</td> <td>...</td> </tr> <tr> <td>First Paymasters</td> <td>...</td> </tr> <tr> <td>Fleet Engineers and Naval Instructors of 15 years' seniority.</td> <td>...</td> </tr> </table>	Staff Commanders ...	...	} But junior of that rank.	Fleet Surgeons...	...	Secretaries to Commanders-in-Chief under 8 years' service	...	First Paymasters	...	Fleet Engineers and Naval Instructors of 15 years' seniority.	...
Staff Commanders ...	...	} But junior of that rank.											
Fleet Surgeons...	...												
Secretaries to Commanders-in-Chief under 8 years' service	...												
First Paymasters	...												
Fleet Engineers and Naval Instructors of 15 years' seniority.	...												
8. Major ...	Lieutenants of 8 years' seniority.	<p>Navigating Lieutenants of 8 years' seniority.</p> <p>Staff Surgeons.</p> <p>Secretaries to Junior Flag Officers, Commodores, 1st Class, or Captains of the Fleet</p> <p>Staff Paymasters.</p> <p>Naval Instructors of 8 years' seniority.</p> <p>Staff Engineers.</p> <p>Paymasters and Chief Engineers, but junior of that rank.</p>											
9. Captain ...	Lieutenants under 8 years' seniority.	<p>Surgeons.</p> <p>Secretaries to Commodores, 2nd Class.</p> <p>Naval Instructors under 8 years' seniority.</p> <p>Assistant Paymasters of 15 years', and Engineers of 8 years' seniority.</p> <p>Assistant Paymasters of 8 years' and Engineers under 8 years' seniority, but junior of that rank.</p>											

\* This table of corresponding ranks is not affected by any local rank conferred on Officers of the Army or Navy by a Colonial Government.

† Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief, are to reckon their seniority by length of service in those ranks, instead of from the date of their Commission.

# Precedence of Warrant Officers and N.C.O. s.

22

Para. 34—  
(contd.).

ARMY.	NAVY.
10. Lieutenants...	Sub-Lieutenants ... Assistant Paymasters under 6 years' seniority. Assistant Engineers.
11. 2nd Lieutenants ...	Chief Gunner Chief Boatwain Chief Carpenter } But junior of that rank.
12. 1st Class Staff Sergeant-Majors Army Service Corps, Conductors Army Ordnance Corps, Master Gunners, 1st Class	Midshipmen } But senior of that rank. Clerks Gunners Boatwains Carpenters } But junior of the rank.

Precedence of commanders-in-chief in the colonies.

35. The officer commanding the troops, and the officer commanding Her Majesty's naval forces, will take rank as follows, in the order of their own corresponding rank :—

- If respectively of the rank of general officer, and of admiral, next after the governor; provided always that to members of the Royal Families will be assigned precedence next to the governor, and to governors of other colonies precedence next after the military and naval officers commanding Her Majesty's forces, if such officers are of the rank of general officer and admiral respectively.
- If respectively of the rank of colonel or lieutenant-colonel, and of naval rank equivalent to either, next after the Bishop and Chief Justice.
- If respectively below the rank of lieutenant-colonel, and below the naval rank equivalent to the same, next after the Solicitor-General.
- The foregoing rules will not over-ride the precedence which in a few colonies is conferred on certain officers either by the law or by the terms of letters patent from the Crown.

Consular service.

36. Officers of the consular service will rank with officers of the army as follows :—

Agents and consuls-general, and commissioners and consuls-general	...	...	With, but after major-generals.
Consuls-general	...	...	brigadier-generals.
Consuls	...	...	colonels.
Vice-consuls	...	...	majors.
Consular agents...	...	...	captains.

## PRECEDENCE OF WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

Precedence of warrant officers and non-commissioned officers.

37. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers.

Command.

38. The following will be the order of precedence of warrant and non-commissioned officers. Those bracketed together rank with one another according to the dates of promotion or appointment; those to whose titles an asterisk is prefixed are not entitled to assume any command on parade or duty, except over such warrant officers, non-commissioned officers, and men, as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank.

Warrant and non-commissioned officers of the permanent staff of the Militia, Honourable Artillery Company, Yeomanry, and Volunteers (provided they either are serving, or have served, on an army engagement) will rank with those of the line, according to the date of promotion or appointment.

(i.) *Warrant Officers.*

- Class.* { Conductor, Army Ordnance Corps.  
 †1. { Master-gunner, 1st class.  
       { Staff-serjeant-major, 1st class, Army Service Corps.  
 2. Master-gunner, 2nd class.  
 3. Garrison-serjeant-major.  
       { Corporal-major (House- { Rank in his regiment, battalion,  
       hold Cavalry). { or corps, senior to all men-  
       Serjeant-major. { tioned in Class 4.  
       \*Armament-serjeant-major.  
       \*Armourer-serjeant-major.  
       \*Bandmaster.†  
       \*Barrack-serjeant-major.  
       \*Foreman of proof, serjeant-major.  
       \*Foreman of works, serjeant-major.  
 †4. { \*Mechanist-serjeant-major.  
       \*Schoolmaster (when a warrant officer‡).  
       \*Serjeant-major, Educational Establishment.  
       \*Serjeant-major-foreman-examiner of laboratory stores.  
       \*Serjeant-major-instructor.  
       \*Staff-serjeant-major.  
       Staff-serjeant-major, Army Service Corps (except Staff  
       Clerk Section).  
       Sub-conductor, Army Ordnance Corps.  
       \*Superintending-clerk.

(ii.) *Non-Commissioned Officers.*

1. Militia Serjeant - major, appointed after the 29th  
February, 1888.  
 2. Master-gunner, 3rd class.  
 3. \*Schoolmaster (when not a warrant officer).  
 4. Garrison-quartermaster-serjeant.  
       \*Armament-quartermaster-serjeant.  
       \*Barrack-quartermaster-serjeant.  
       \*Collarmaker-quartermaster-serjeant.  
       \*Company-serjeant-major, Army Service Corps, appointed  
       before the 1st November, 1898.  
       \*Engineer-clerk, quartermaster-serjeant.  
       \*Farrier-quartermaster-corporal (Household Cavalry).  
       \*Farrier-quartermaster-serjeant.  
       \*Farrier-quartermaster-serjeant and carriage smith.  
       \*Foreman of works, quartermaster-serjeant.  
 †5. { \*Laboratory-quartermaster-serjeant.  
       \*Mechnist-quartermaster-serjeant.  
       \*Orderly-room-corporal (House-  
       hold Cavalry).  
       \*Orderly-room-serjeant. { When ranking as  
       \*Paymaster-corporal (Household { quartermaster - ser-  
       Cavalry). { jeant.  
       \*Paymaster-serjeant.  
       \*Quartermaster-serjeant-foreman of proof.  
       \*Quartermaster - serjeant - instructor (Manufacturing  
       Department).  
       Quartermaster-serjeant-instructor in gunnery.  
       \*Quartermaster-serjeant-instructor (Royal Engineers).

† Arranged alphabetically.

‡ Rank in the regiment or battalion next after the serjeant major and with the schoolmaster, if the latter is a warrant officer according to date of appointment as warrant officer. If the dates of appointment are the same, the schoolmaster will have the precedence.

# Precedence of Warrant Officers and N.C.O.'s.

24

Para. 25—  
(contd.).

Class.

+5.	Quartermaster-serjeant-instructor (School of Musketry and in Gymnasia).	
	*Quartermaster-serjeant-staff-clerk.	
	*Range-quartermaster-serjeant.	
	Regimental - quarter -	Rank in the regiment or battalion senior to all mentioned in <i>Class 5</i> .
	master - corporal - major (Household Cavalry).	
	Regimental-, or, battalion-	Rank in the regiment or battalion senior to all mentioned in <i>Class 5</i> .
	quartermaster-serjeant.	
	*Staff-armourer-serjeant.	
	Staff-quartermaster-serjeant.	
	*Staff-quartermaster-serjeant, Army Pay Corps.	
	*Staff-quartermaster-serjeant, Staff Clerk Section, Army Service Corps.	
	Staff-serjeant, 1st class, Royal Army Medical Corps.	
	*Wheeler-quartermaster-serjeant.	
	*Armament-serjeant, but junior to armament-staff-serjeant in their own corps.	
	*Armament staff-serjeant.	
	*Armourer-serjeant, 1st class.	
	*Barrack colour-serjeant.	
	*Collarmaker-staff-serjeant.	
	Colour-serjeant.	
	*Colour-serjeant-staff-clerk.	
	Corporal-instructor in fencing and gymnastics (Household Cavalry).	
	*Engineer-clerk, staff-serjeant.	
	*Farrier-staff-corporal (Household Cavalry)	But junior regimentally to squadron-, battery-, or company-serjeant major and quartermaster-serjeant.
	*Farrier-staff-serjeant	
	*Farrier-staff-serjeant and carriage smith.	
	*Foreman of works, staff-serjeant.	
	*Mechanist staff-serjeant.	
	*Orderly-room-corporal (Household Cavalry).	When ranking as colour-serjeant.
	*Orderly-room-serjeant.	
	*Paymaster-corporal (Household Cavalry).	
+6	*Paymaster-serjeant.	
	Serjeant-instructor, 1st class (in Gymnasia).	
	Serjeant-instructor, 2nd class (School of Musketry).	
	Serjeant instructor in fencing and gymnastics (regimental).	
	Serjeant instructor in gunnery.	
	Serjeant-instructor in musketry (regimental)	
	*Serjeant-photographer (School of Gunnery).	
	Squadron-, battery-, or, company-serjeant-major, but senior (regimentally) to all squadron-, battery-, or, company-quartermaster-serjeants, except for promotion.	
	Squadron-, battery-, or, company-quartermaster-serjeant.	
	Squadron-corporal-major (Household Cavalry).	
	Squadron - corporal - major - rough - rider (Household Cavalry).	
	Squadron-quartermaster-corporal (Household Cavalry).	
	Squadron-serjeant-major-rough-rider.	
	Staff colour-serjeant.	
	Staff-serjeant.	

1. Staff-serjeant, Army Pay Corps.  
 2. Staff-serjeant, Staff Clerk Section (Army Service Corps).  
 3. Staff-serjeant, 2nd class, Royal Army Medical Corps.  
 4. Staff-serjeant, Royal Military Academy.  
 5. Staff-serjeant, Royal Military College.  
 6. Staff-serjeant, Army Ordnance Corps.  
 7. Staff-serjeant-rough-rider.  
 8. Staff-serjeant, Staff College.  
 9. Staff-serjeant-trumpeter.  
 10. Wheeler-staff-serjeant.  
 11. Armourer-serjeant, 2nd class.  
 12. Barrack-serjeant.  
 13. Canton-serjeant.  
 14. Collarmaker-serjeant.  
 15. Corporal-farrier (Household Cavalry).  
 16. Corporal of horse (Household Cavalry).  
 17. Corporal-saddler (Household Cavalry).  
 18. Corporal-trumpeter (Household Cavalry).  
 19. Engineer-clerk-serjeant.  
 20. Farrier-serjeant.  
 21. Farrier-serjeant and carriage-smith.  
 22. Orderly-room-corporal (Household Cavalry).  
 23. Orderly-room-serjeant.  
 24. Paymaster-corporal (Household Cavalry).  
 25. Paymaster-serjeant.  
 26. Pioneer-serjeant.  
 27. Saddler-serjeant.  
 28. Serjeant.  
 29. Serjeant, Army Pay Corps.  
 30. Serjeant of the band.  
 31. Serjeant-hugler.  
 32. Serjeant-cook.  
 33. Serjeant-drummer.  
 34. Serjeant-fifer.  
 35. Serjeant-instructor, 2nd class (in gymnasia).  
 36. Serjeant-instructor, 3rd class (in gymnasia).  
 37. Serjeant-instructor, 3rd class (School of Musketry).  
 38. Serjeant orderly-room-clerk.  
 39. Serjeant-piper.  
 40. Serjeant, staff clerk.  
 41. Serjeant, Staff Clerk Section, Army Service Corps.  
 42. Serjeant-trumpeter.  
 43. Staff-serjeant (garrison or district).  
 44. Wheeler-serjeant.  
 45. Lance-serjeant.  
 46. Artificer-corporal.  
 47. Collarmaker-corporal.  
 48. Corporal.  
 49. Corporal, Army Pay Corps.  
 50. Corporal-orderly-room-clerk.  
 51. Corporal, Staff Clerk Section, Army Service Corps.  
 52. Farrier-corporal and carriage-smith, Army Service Corps.  
 53. 1st corporal of the band.  
 54. Saddler-corporal.

 Para. 34—  
 ...

 When below the rank  
 of colour-serjeant.

Para. 39— (contd.).	Class.	*Saddletree-maker-corporal. *Shoeing-smith-corporal. *Shoeing-smith-corporal and carriage-smith. Bombardier. *Collarmaker-bombardier.	But junior to corporals in their own corps.
	+9.	2nd corporal. 2nd corporal of the band. *2nd corporal, Staff Clerk Section, Army Service Corps. *Wheeler-bombardier. *Wheeler-corporal.	
	+10.	{ Acting-bombardier. Lance-corporal.	

18  
Art.  
2076

## STANDARDS AND COLOURS.

**Standards.** 39. Standards and guidons of cavalry will be carried by squadron serjeant-majors. Colours of infantry will be carried by the two senior second lieutenants, but on the line of march all subaltern officers will carry them in turn.

**Not to be altered.**

Standards are not carried by regiments of hussars and lancers, nor are colours carried by rifle regiments.

**Procedure at consecration of colours.**

Standards, guidons, and colours are not to be altered without the Queen's special permission signified through the commander-in-chief.

40. The consecration of colours will be performed by chaplains to the forces or by officiating clergymen in accordance with an authorised Form of Prayer,† copies of which may be obtained from the Under Secretary of State, War Office. "Form A" is for general use, and "Form B" is for special use when the colours are consecrated by a Roman Catholic priest. General officers commanding will ensure that no departure from the procedure laid down in either of these forms of prayer takes place.

20  
Gen. No.  
2196

When the officer commanding an Irish battalion is desirous of having the consecration of its new colours performed in accordance with "Form B" that order of service will be used. General officers commanding may, however, authorise ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A and B may be used, but nothing is to be added to either Form of Prayer.

**Standard and Queen's colour.**

41. The standard of cavalry, or the Queen's colour of regiments of infantry, is not to be carried by any guard or trooped, except in the case of a guard mounted over the Queen or any member of the Royal Family, or over a Viceroy; and is only to be used at guard mounting or other ceremonials when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played; at all other times it is to remain with the regiment. The Queen's colour will be lowered to the Queen, members of the Royal Family, and Viceroys only.

**Escort for colours.**

42. When colours are being removed from, or taken to, the place where they are usually kept, an escort will invariably accompany them and will pay them the customary honours.

**New standards, colours, &c.**

43. Application for new standards, guidons, and colours will be made to the chief ordnance officer, Royal Army Clothing Department, in accordance with the instructions laid down in the "Clothing Regulations."

† Arranged alphabetically.

‡ Form A.—"Form of Prayer ordered by authority to be used for the consecration of colours."

Form B.—"Form of Prayer for the consecration of colours ordered by authority to be used by Roman Catholics."



*Camp Colours.*

44. Camp colours are to be 18 inches square, and of the colour of the facings of the regiment using them, with the abbreviated title of the regiment upon them as worn on the shoulder-straps of the non-commissioned officers and men. The poles will be 7 feet 6 inches long. The saluting colour will be an ordinary camp colour, distinguished by a transverse red cross; or, when the facings are scarlet, by a transverse blue cross.

Camp and saluting colours.

**HONOURS AND SALUTES.****General Instructions.**

45. The honours and salutes to be given by troops on parade are as follows:—

Honours and salutes on parade.

- (i.) *To the Queen.*—On all occasions, royal salute.—Standards and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.
- (ii.) *To Members of the Royal Family.*—Same as (i), except that the bands will only play the first part (six bars) of the National Anthem.
- (iii.) *To Foreign Sovereigns; Presidents of those Republican States in which the Sovereign is represented by an Ambassador; and Members of Foreign Imperial and Royal Families.*—Same as (i) or (ii) respectively, except that their own National Hymn will, when practicable, be played.
- (iv.) *To a Viceroy; and to a Governor or Lieut.-Governor of a colony, or special Royal Commissioner, acting on behalf of the Sovereign, opening or closing the Session of a Colonial Legislature.*—Same as (i), except that the bands may only play the first part (six bars) of the National Anthem.
- (v.) *To Field Marshals.*—General salute, same as (vi), and regimental colours of all forces will be lowered, except when a member of the Royal Family is present.
- (vi.) *To General Officers and Inspecting Officers below the rank of General Officer.*—General salute by the troops under their command; by mounted services, with swords drawn, officers saluting, and bands playing the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, or the drums beating a ruffle.
- (vii.) *To Commanding Officers (if under the rank of General Officer) of Garrisons, Camps, or Stations.*—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.
- (viii.) *To Standards, Guidons, and Colours.*—When uncased are, at all times, to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounding a flourish, drums beating a ruffle.

46. The National Anthem is not to be played in connection with salutes on any other occasions than those mentioned in paragraph 45, and is only due to those personages who are entitled, under these regulations, to a royal salute.

National Anthem.

47. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out, but not under arms, and fall-in in front of the tents.

Family passing a camp.

Governors  
of a colony.

48. Governors of colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

Acting ap-  
pointments

49. Officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of brigadier general.

Officers  
acting in  
civil office

50. Officers temporarily acting in any civil office are entitled during their temporary tenure to all the honours or salutes that may appertain to such office.

Foreign  
officers.

51. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks.

Saluting  
colours.

52. Officers or soldiers passing troops with uncased colours will salute the colours and the commanding officer (if senior).

Saluting  
funerals

53. Officers, soldiers and colours passing a funeral will salute the body.

Compliments on  
the march.

54. Armed parties in paying compliments on the march will be called to attention, infantry will slope (the battalions trail) arms, and the command "*Eyes right or left*" will be given; mounted units will carry swords.

Commanders of  
parties pay-  
ing compliments

55. An officer commanding an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "*Eyes right (or left)*." Soldiers in command of parties will conform to the rules laid down for officers.

Officers  
saluting

56. All officers will salute their seniors before addressing them on duty or on parade, when in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers should be returned by the senior only.

Cadets.

57. Cadets will salute all officers in uniform, and the officers of their own college, whether in uniform or not.

Naval  
Officers

58. Officers will salute officers of the Royal Navy when in uniform who would be saluted by individuals of corresponding ranks in their own service.

At sea ships

59. Officers and soldiers boarding any of Her Majesty's ships will salute the quarter-deck.

Saluting  
officers

60. Warrant officers, non-commissioned officers, and men, will salute all commissioned officers whom they know to be such, whether dressed in uniform or not, including officers of the Royal Navy, Royal Marines, Militia, Honourable Artillery Company, Yeomanry, and Volunteers, and such warrant officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army. Warrant officers and non-commissioned officers when wearing swords will salute with the right hand, irrespectively of the side on which the officer saluted may be passing.

Warrant  
officers

61. Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them.

Magistrates  
in civil  
courts

62. In a civil court an officer or soldier will remove his head dress while the judge or magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the court.

## Official Visits.

63. The following rules are to be observed for the interchange of official visits between naval and military officers at stations where there is a military garrison :—

Official visits between navy and army.

(i.) On the arrival of a British or foreign vessel of war an officer is to be sent on board to arrange with the naval officer in command as to the exchange of visits.

(ii.) The general or other officer commanding Her Majesty's troops is to call first on any naval officer (British or foreign) senior to him as soon as practicable after arrival, or await his visit if he be junior. The visit is to be returned within twenty-four hours.

(iii.) The visit of a naval officer below the rank of captain is to be returned by the aide-de-camp or some other staff officer on behalf of the general officer commanding.

(iv.) Where there is no general officer commanding appointed to command, the senior regimental officer in command will pursue a similar course of procedure to that above laid down.

(v.) In the event of the general officer commanding being also a governor, or the lieutenant-governor of one of the Channel Islands, he will, as the Queen's representative, be entitled to receive the first call.

## Guards of Honour.

64. A guard of honour, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the standard of cavalry or the Queen's colour of infantry), a proportion of serjeants, and the regimental band will attend :—

Guards of honour of 100 rank and file.

(i.) Upon the Queen and other Royal personages; and upon Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

(ii.) At State ceremonies.

Similar guards of honour, but with the regimental colour, will attend upon governors and lieutenant-governors administering the governments of Her Majesty's possessions on such occasions as are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence, the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to or from, one or other of the ports within their government; nor on merely changing their residence.)

65. A guard of honour of 50 rank and file, with two officers, one carrying the regimental colour, and a band, will attend :

Guards of honour of 50 rank and file.

(i.) When a foreign general or flag officer lands at a military station within Her Majesty's dominions to visit the civil governor or officer in command.

(ii.) To receive distinguished personages other than those mentioned in paragraph 64, or on occasions not specified in paragraph 45, if it is deemed expedient.

(iii.) When a general officer commanding abroad first takes up and finally quits his command.

(iv.) When a naval officer of flag rank commanding in chief lands for the first time at a port within his command.

## Guards and Sentries.

66. Guards, including guards of honour, mounted over the person of the Queen and members of the Royal Family will pay no compliments except to members of the Royal Family, and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no com-

pliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with shouldered arms.

67. Guards are at all times to turn out and pay the compliments specified in paragraph 45 to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

68. No officer under the rank of a general officer is entitled to the compliment of the bugle sounding a flourish, or the drum beating a ruffle, when guards "present arms" to him. No officer who is not dressed in uniform is entitled to the compliment of a guard turning out, except members of the Royal Family, the lord-lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

69. To regimental commanding officers—irrespective of their army rank—their regimental guards are to turn out, and present arms, once a day.

70. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause his guard to fall in and stand with shouldered arms, facing the front, but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

71. Guards are to get under arms at all times when armed parties of any branch of the service approach their posts; to armed corps\* they will present arms, and before other armed parties they will stand with shouldered arms. They will not pay compliments between the sounding of "Retreat" and "Reveille," and will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

72. Sentries will present arms to general and field officers, and to all armed parties, and "shoulder" to officers of inferior rank. Sentries mounted over a Royal palace, or furnished from a Royal guard, will "present arms" only to members of the Royal Family or to an armed corps, when officers of whatever rank pass their posts in uniform, they will stand with shouldered arms. In the same manner sentries furnished from guards over the residences of viceroys and governors will not present arms to persons of inferior rank.

73. Sentries mounted over the quarters of a general officer will "present arms" to general officers only, to officers below that rank, will stand with shouldered arms.

74. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, Militia, Honourable Artillery Company, Yeomanry, and Volunteers when in uniform as are directed to be paid to officers of the regular army. Guards and sentries will pay compliments to commissioned officers of the departments of the army according to their ranks, or corresponding ranks, as the case may be.

75. Special regulations relating to the compliments, &c., to be paid by the Post Guards are contained in Appendix II.

#### Flag Stations, and Flags to be Flown.

76. Where two flags of the same description are issued, the smaller is for use in bad weather. At Army Ordinance Stations the distinguishing pendant may be flown.

\* For the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a brigade division of horse or foot artillery without guns, scattered artillery of not less than two companies, and there of not less than four companies and a battalion of infantry with or without colours.

Para. 76—  
(contd.).

Station.					Royal Standard.		Union Jack.	
					24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	8 ft. by 3 ft.
<i>Home Stations.</i>								
Home District:—								
37	The Tower of London	...	...	...	1°	...	1	1c
11	Belvedere Fort...	...	...	...	1	...	...	...
...	Duke of York's R.M. School	...	...	...	...	...	...	1c
...	Windsor Castle	...	...	...	1	1	1	1
North-Eastern District:—								
	York	...	...	...	1°	...	1b	...
	Paul Point Battery	...	...	...	...	1°	1b	...
	Tynemouth Castle	...	...	...	...	1°	1b	...
North-Western District:—								
	Chester	...	...	...	1°	...	1b	...
	Carlisle Castle	...	...	...	...	...	1b	...
	Castletown (Isle of Man)	...	...	...	...	1°	1b	1b
	Perch Rock Battery	...	...	...	...	...	...	1b
	Seaforth Battery	...	...	...	...	...	...	1c
Eastern District:—								
	Landguard Fort	...	...	...	...	1°	1	1c
	Harwich Redoubt	...	...	...	...	...	1b	...
	Yarmouth S. Battery	...	...	...	...	...	1b	...
	Colchester, office of general officer command- ing	...	...	...	...	...	1b	...
South-Eastern District:—								
	Dover Castle	...	...	...	1	...	1a	1
	Archcliff Fort	...	...	...	...	...	1a	...
	Drop Redoubt	...	...	...	...	1°	...	1c
	Shorncliffe (Redoubt House)	...	...	...	...	...	...	1c
	Newhaven Fort	...	...	...	...	...	...	1b
	Deal Castle	...	...	...	...	...	1a	...
	Walmer Castle	...	...	...	...	...	1a	...
	Langley Fort	...	...	...	...	...	...	1a
	Eastbourne Redoubt	...	...	...	...	...	...	1b
Thames District:—								
	Tilbury Fort	...	...	...	...	1°	1a	1c
	Shoerness (Centre Bastion)	...	...	...	1°	...	1a	1c
	New Tavern Fort	...	...	...	...	...	1b	1b
	Fort Amherst	...	...	...	...	1°	...	1c
	Isle of Grain Fort	...	...	...	...	...	...	1b
	Moo Fort	...	...	...	...	...	...	1a
	Darnet Fort	...	...	...	...	...	...	1a
	Slough Fort	...	...	...	...	...	...	1a
	Coalhouse Fort	...	...	...	...	...	...	1b
	Cliffe Fort	...	...	...	...	...	...	1b
	Shornemud Fort	...	...	...	...	...	...	1b
Southern District:—								
	Portsmouth Lines	...	...	...	...	...	...	1c
	King's Bastion, Portsmouth	...	...	...	1°	...	1	1c
†	Southern Castle	...	...	...	...	...	1b	...
†	Lamp's Fort	...	...	...	...	...	1b	...
†	Fort Cumberland	...	...	...	...	...	1b	...
†	Spitham Fort	...	...	...	...	...	...	1b
†	Morse Sand Fort	...	...	...	...	...	...	1b
†	No Kane Land Fort	...	...	...	...	...	...	1b
†	Fort Blackhouse	...	...	...	...	...	...	1b
†	.. Monckton	...	...	...	...	...	...	1b
†	.. Gilkicker	...	...	...	...	...	...	1b
†	.. Gomer	...	...	...	...	...	...	1b
†	.. Grange	...	...	...	...	...	...	1b
†	.. Bower	...	...	...	...	...	...	1b
†	.. Brockhurst	...	...	...	...	...	...	1b
†	.. Elton	...	...	...	...	...	...	1b
†	Brambridge Fort	...	...	...	...	...	1b	...
†	Sandown Fort	...	...	...	...	...	1b	...
†	Golden Hill Fort	...	...	...	...	...	1b	...
†	Freshwater Redoubt	...	...	...	...	...	1b	...
†	Needles Battery	...	...	...	...	...	...	1b
†	Hurst Castle	...	...	...	...	...	1b	...

\* Royal Standard to be used on Royal anniversaries and State occasions.

Union Jack:—(a.) On anniversaries only, or when specially required for military purposes. (b.) On Sundays and anniversaries. (c.) Daily.

† During the stay of the Queen in the Isle of Wight, flags will be specially hoisted from these places.

‡ Special stores may be supplied for Windsor Castle, as demanded.



# Flag Stations.

32

Para. 16—  
contd.).

Station.	Royal Standard.		Union Jack.	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
<i>Southern District—continued.</i>				
Nothe Fort ... ..	...	...	1b	1c
Portland Castle ... ..	...	...	1b	...
Verne Citadel ... ..	...	...	1b	...
Royal Victoria Hospital, Netley ... ..	1*	...	1	1c
<i>Western District—</i>				
Plymouth Citadel ... ..	1*	...	1a	1c
Devonport Lines ... ..	...	1*	1a	1c
Pendennis Castle (Falmouth) ... ..	...	...	1a	1c
Pembroke Defensive Barracks ... ..	...	1*	1a	1c
<i>Woolwich:—</i>				
Royal Military Academy ... ..	1*	...	1b	1
Gun Park ... ..	1*	...	1a	1c
Royal Arsenal ... ..	1*	...	1a	1c
Royal Dockyard ... ..	...	...	1b	...
Parade ... ..	1*	...	1a	...
<i>Aldershot:—</i>				
District Head-Quarters ... ..	1*	...	1b	1
Royal Military College ... ..	1*	...	...	1b
<i>Scottish:—</i>				
Leith Fort ... ..	1*	...	1	1c
Edinbro' Castle ... ..	1*	...	1	1c
Stirling Castle ... ..	...	1*	...	1c
Torry Point, Aberdeen ... ..	...	...	...	1b
Broughty Castle ... ..	...	...	...	1b
Dumbarton Castle ... ..	...	...	1b	...
Fort Matilda ... ..	...	...	...	1b
<i>Alderney:—</i>				
Fort Albert ... ..	...	1*	1c	...
" Tourgis ... ..	...	...	1	1c
<i>Jersey:—</i>				
Fort Regent ... ..	1*	...	1	1c
Elizabeth Castle ... ..	...	1*	1	1c
Government House ... ..	...	...	1	1c
<i>St. Jersey:—</i>				
Castle Cornet ... ..	...	1*	1	1c
Fort George ... ..	...	...	1	1c
Fort Le Marchant ... ..	...	...	...	1a
The residence of the general officer commanding ... ..	...	...	1	1c
<i>Ireland:—</i>				
Athlone ... ..	...	...	...	1b
Camden Fort ... ..	...	...	...	1b
Carlisle Fort ... ..	...	...	1b	...
Carrickfergus Castle ... ..	...	...	...	1b
Cork, official residence of general officer commanding ... ..	...	...	1b	...
Cork, Westmoreland Fort ... ..	1*	...	...	1c
Curragh Camp ... ..	...	...	1	1c
Dublin, official residence of the commander of the forces in Ireland ... ..	...	...	1	1
Duncannon Fort ... ..	...	...	1b	...
Dunree Fort ... ..	...	...	...	1a
Kniskillen Castle ... ..	...	...	1b	...
Kingsdown (East Pier Battery) ... ..	...	...	...	1c
Mazine Fort ... ..	...	1*	1b	...
Ned's Point Fort ... ..	...	1*	1	1a
Portobello Barracks ... ..	...	1*	1	1a
<i>Stations Abroad</i>				
<i>Bahamas:—</i>				
<i>Barbados:—</i>				
St. Anne's Fort ... ..	1*	...	1	1c
Queen's House (Headquarters) ... ..	...	...	1b	...
Office of general officer commanding ... ..	...	...	1b	...
Royal Engineer Pier ... ..	...	...	1b	1c

\* Royal Standard to be used on Royal anniversaries and State occasions.  
 Union Jack:—(a.) On anniversaries only, or when specially required for military purposes. (b.) On Sundays and anniversaries. (c.) Daily.  
 ‡ Flags are in charge of the Colonial Government.

Station.	Royal Standard.		Union Jack.		Para. 16— (contd.).
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	
<b>Bermuda:—</b>					
Fort Victoria	1°		1	1c	
" Catherine			1b		
" Cunningham			1b		
" Langton			1b		
" Prospect			1	1c	
" Hamilton			1b		
Sever Hill Entrenchment			1b		
<b>Ceylon:—</b>					
Colombo	1°		1	1c	
Trincomalee				1c	
<b>Cyprus</b>	1°		1	1c	
<b>Guatemala:—</b>					
Upper Signal Station	1°		1	1c	
Montague Cavalier	1°		1	1c	
Europe Flagstaff	1°		1	1c	
<b>Hong Kong:—</b>					
Headquarter House	1°		1	1c	
Saluting Battery				1c	
Hospital Ship				1c	
<b>India, North India:—</b>					
Chabot Fort George	1°		1	1c	
Fort Cambridge			1c		
" Charlotte			1c		
" Clarence			1c		
" Joe's Point			1c		
" Ogilvie			1c		
Sumatra Island			1c		
York Redoubt			1c		
Headquarter House			1	1c	
<b>British Columbia Equivalents:—</b>					
Work Fort Barracks, Victoria	1°		1	1c	
<b>Japan:—</b>					
Fort Royal	1°		1	1c	
<b>Malta:—</b>					
The Arsenal			1b		
Palace Tower			1b	1c	
Palace			1°	1c	
Fort St. Elmo	1°		1	1c	
" Russell	1°		1°	1c	
" Tigné			1b		
Saluting Battery				1c	
Genl			1b		
Genl Intrench Barracks			1b	1c	
<b>Mauritius:—</b>					
Clovelly	1°		1c		
Headquarter House	1°		1	1c	
<b>Natal:—</b>					
Ladysmith	1°		1	1c	
<b>St. Helena:—</b>					
Ladder Hill	1°		1	1c	
<b>St. Lucia:—</b>					
St. Lucia	1°		1	1c	
<b>St. Pierre:—</b>					
Tower Hill			1	1c	
<b>South Africa:—</b>					
Cape Town Castle	1°		1	1c	
Fort Raper Hotel	1°		1	1c	
King William's Town			1b		
Simon's Town (Cemetery Battery)...				1c	
<b>Straits Settlements:—</b>					
Fort Cannock, Singapore	1°		1	1c	
Headquarter House	1°		1	1	

\* Royal Standard to be used on Royal anniversaries and State occasions.

Union Jack:—(a.) On anniversaries only, or when specially required for similar purposes. (b.) On Sundays and anniversaries. (c.) Daily.

## Saluting Stations.

Stations for  
firing  
salutes.

77. The following is a list of stations at which salutes are authorised to be fired :—

### At Home.

Alderney.	Jersey (Elizabeth Castle).	Plymouth.
Belvedere Fort.	Kingstown.	Portsmouth.
Chatham.	Landguard Fort.	St. James's Park.
Cork Harbour.	Liverpool.	Sheerness.
Dover.	Nothe Fort.	Stirling.
Edinburgh Castle.	Pembroke.	Tilbury Fort.
Guernsey (Fort George).	Pendennis Castle.	The Tower.
		Woolwich.

### Abroad.

Barbados—Royal Engineer Pier (near).	Nova Scotia—The Citadel, Halifax.
Bermuda—St. George's.	South Africa—Imhoff Battery, Cape Town; Ladder Hill Barracks, St. Helena.
Ceylon—Colombo; Trincomali.	Straits Settlements—Fort Cann-ning, Singapore.
Gibraltar—Line Wall.	West Africa—Sierra Leone.
Hong Kong—North Barracks.	Windward Islands—St. Lucia.
Jamaica—Port Royal.	
Malta—Valletta.	
Mauritius—The Citadel.	

## Artillery Salutes.

Artillery  
salutes.

78. The forts or batteries referred to in paragraph 77 will fire salutes as follows :—

No. of guns. 21	Royal Salute—
	(i.) The Sovereign; Royal Family; Foreign Crowned Head, Sovereign Prince, or his Consort; any Prince, Member of a Foreign Royal Family; President of a Republican State; the Lord Lieutenant of Ireland in his Viceroyalty, on arrival and departure.
	(ii.) The Standard of the Sovereign, or Prince of Wales, when passing in a vessel. (See paragraph 81.)
	(iii.) Anniversaries— Birthday (as notified in "London Gazette"), Accession, Coronation of Sovereign. Birthday of Consort of Sovereign.
	(iv.) The Tower and St. James's Park Guns, when ordered, on the occasion of Her Majesty '1) Opening, proroguing, dissolving Parliament in person; (2) Going anywhere in procession.
	(v.) Other occasions as directed by Her Majesty.



No. of guns	19	Ambassadors Extraordinary and Plenipotentiary. The Lord High-Admiral, or the Lords Commissioners for executing the office of the Lord High-Admiral; the Commander-in-Chief, or the Officer Commanding in Chief the Army of the United Kingdom, on arrival and departure in their official capacities. The Lord Warden of the Cinque Ports (by the forts within his jurisdiction).
		*§ Field-Marshal. *† Admirals of the Fleet. Governors of Her Majesty's Colonies, possessions abroad, castles, or fortresses. (See paragraph 82.)
17		† Envoys Extraordinary and Ministers Plenipotentiary, and Envoys, Ministers, and others accredited to Sovereigns, except Ministers Resident.
		The First Lord Commissioner of the Admiralty on arrival in his official capacity.
15		*† Admirals. *§ Generals.
		† Ministers Resident and Diplomatic Authorities, below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires.
13		*† Vice-Admirals. *§ Lieutenant-Generals.
		Lieutenant-Governors of Colonies, &c., and Administrators acting under a Governor-in-Chief. (See paragraph 82.)
11		† Chargés d'Affaires or Subordinate Diplomatic Agents left in charge of missions.
		*† Rear-Admirals. *§ Major-Generals.
9		Agents and Consuls-General. Commissioners and Consuls-General.
		† Consuls-General. (See paragraph 80.)
7		*† Commodores. *§ Brigadier-Generals.
		† Consuls. (See paragraph 80.)
		*† Captains of the Navy and Officers of inferior rank— return salutes.

**79.** A foreigner of high distinction, or a foreign general or flag officer when visiting the governor, or the military officer in command (see paragraph 65) may, on landing, be saluted with the number of guns which from his rank he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding 19, as may be deemed proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in Her Majesty's Army and Navy. Salutes for distinguished foreigners.

\* When holding commissions as Commanders-in-Chief, or Commanders of the forces of a station, they are entitled to two more guns.

These salutes will not be repeated oftener than once in 12 months abroad, and in three years at home, except in case of advance of rank, when the scale for the new rank is granted. The salutes, being personal, will not be returned.

\* Within the dominions of the State to which accredited. Applicable also to foreign officials.

† Actually employed, on landing for the first time.

§ Actually employed, on arrival in or departure from one of Her Majesty's ships, if going on board more than one ship in the same port, only one salute to be fired, on arrival at or departure from a station abroad as Commander-in-Chief.

Salutes to  
sections 1, &c.

80. Her Majesty's consuls general or consuls will be saluted with the number of guns mentioned against their rank in paragraph 78 on their going on board or on their leaving any one of Her Majesty's ships or vessels, but this is to be done only in the foreign ports to which they respectively belong, and only once in 12 months from the same ship or vessel, and to the same person.

Royal and  
Prince of  
Wales  
Standard.

81. The Royal Standard flying at the main-top-gallant-mast-head, the flag of the Lord High Admiral at the foretop gallant-mast head, and the Union Jack at the mizen top gallant mast head, denote the presence of the Sovereign in a ship. A ship bearing the Royal Standard only will not be saluted. The Royal Standard and the Standard of His Royal Highness the Prince of Wales do not return salutes, and no other flag will be saluted in presence of either of these standards.

Governors or  
Lieutenant-  
governors  
administer-  
ing govern-  
ments.

82. Colonial governors and lieutenant-governors administering the government will be saluted on the following occasions. They will not receive artillery salutes on any other occasions:—

- (i) On first landing in their governments.
- (ii) On reading of Royal Commission and taking the oaths of office.
- (iii) On departing from their governments on case of absence.
- (iv) On returning from case of absence exceeding three months.
- (v) On finally quitting the coast on expiration of term of office.
- (vi) When officiating visiting forts and dependencies within their governments, but not often at any one place than once in 12 months.

Lieutenant-  
governor  
not adminis-  
tering  
government.

83. Lieutenant-governors not administering the government are entitled to be saluted only on their arrival at the seat of government and on their finally quitting it, and only from the forts or batteries at the seat of government.

Salutes be-  
tween forts  
and ships.

84. Her Majesty's ships and vessels, and Her Majesty's forts and castles, will not, on any account, exchange salutes in any part of Her Majesty's dominions.

Foreign  
men of war.

85. All salutes from ships of war of other nations to Her Majesty's forts or batteries are to be returned gun for gun.

No person to  
be saluted in  
more than  
one capacity.

86. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

Foreign  
Sovereigns  
and national  
festivals.

87. Upon the occasion of the celebration of the birthday of the King or the Queen of a foreign nation or of other important national festivals and ceremonies by any ships of war of such nation, a salute not exceeding 21 guns may be fired in conjunction with any of Her Majesty's ships that may be present, on official intimation of the intended celebration being received by the officer commanding the troops at the station.

Salutes in  
honour of  
great vic-  
tories or on  
special occa-  
sions.

88. No salutes other than those authorized by these regulations are to be allowed, except such as may be necessary for the fulfilment of any treaty obligation, provided that, upon any important occasion, such as a great victory gained by Her Majesty's arms, or other highly advantageous national event, the governor, or officer commanding any of Her Majesty's possessions abroad, may, in consultation with the senior officer of Her Majesty's naval service on the spot, if any, direct such salutes to be fired as the occasion may seem to them to require, but, unless the officers in command of the respective services concur in this matter, such salutes are not to take place by land service only.

89. The governors of colonies are authorized to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly ; but these salutes are in no cases to exceed nineteen guns. Salutes sanctioned by governors of colonies.

90. As a rule no salutes will be fired before eight o'clock in the morning nor after retreat, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the officer commanding the troops. Saluting hours.

#### \* Flags in Vessels and Boats.

91. The Union Jack, being the distinguishing flag of the admiral of the fleet only, is not to be flown on military boats and vessels. Union Jack.

92. War Department vessels and boats are authorized to carry the blue ensign with the following devices :— Blue Ensign.

(i.) General service (Army Service Corps) : "crossed swords." A.S.C.

(ii.) Submarine mining services : "hand issuing from a mural crown, and grasping a thunderbolt." S.M.M.S.

(iii.) Royal Artillery and Ordnance services (i.e., boats manned by crews of the Royal Artillery or Army Ordnance Corps) : "Ordnance arms." R.A. or Ordnance.

93. A special Union Jack bearing in its centre, as a distinguishing mark, the Royal cypher surrounded by a garland on a blue shield and surmounted by a crown, is authorized to be flown by general officers commanding stations when embarked in boats or vessels. Union Jack.  
G.O.C.

94. When a general officer commanding embarks in one of Her Majesty's ships for the purpose of proceeding on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the foretop-gallant-mast-head of such vessel, and be kept flying within the limits of the military command. G.O.C.  
embarking.

95. General officers commanding who are also governors of colonies, and the lieutenant-governors of Guernsey and Jersey, when embarked in vessels or boats, will invariably use the distinguishing flag appointed for governors, or for such lieutenant-governors :—the union flag with the arms or badge of the colony or island emblazoned in the centre thereof instead of the general officer's flag above described. General officers commanding who are also governors.

96. The following is reprinted from Article 80 of the "Queen's Regulations and Admiralty Instructions, 1893" :—

"In combined operations of the Navy and Army, should the general officer commanding the military forces be embarked in a ship of war or transport, the distinguishing flag (Article 77, sub-clause a) may be hoisted at the foretop-gallant-mast-head of such ship or transport to denote the presence of the headquarters ; should the ship bear a vice-admiral's flag, the commander-in-chief will give such directions as he may deem necessary for the general officer's distinguishing flag being displayed elsewhere than at the fore top-gallant-masthead." General commanding troops in combined operations.

\* Pattern flags have been prepared and sealed.

Salutes in Boats.

Boats saluting.

97. The following are the rules for saluting to be observed in military boats:—

(1.) When an officer is in the boat—

Rank.	When passing.	Under oars.	Meeting at landing place or alongside ship.
Field officers...	Admiral or General ...	"Lay on Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Field officers...	Other naval and military officers, if senior	Officer salutes ...	Officer salutes.
Officers below rank of Field officer	Admiral or General ...	"Toss Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of Field officer	Commodore ...   Colonel... Captain ...   Lieut.-Colonel	"Lay on Oars," Officer salutes	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of Field officer	Other officers of either Service whom they know to be senior	Officer salutes ...	Officer salutes.

(2.) When no officer is in the boat—

When passing.	Under oars.	Meeting at landing place or alongside ship.
Admiral ...   General officer... Commodore   Colonel Captain ...   Lieut.-Colonel	"Toss Oars," coxswain salutes	Crew "Eyes Front," coxswain salutes.
All other Officers ...	"Lay on Oars," coxswain salutes	Crew "Eyes Front," coxswain salutes.

NOTE.—In boats fitted with crutches oars are never to be tossed, but the salute should be given by laying on oars.

(3.) In steamboats engines are to be stopped in those cases in which, in pulling boats, oars are tossed; engines are to be eased in those cases in which pulling boats "lay on" oars.

(4.) Laden boats, or those towing or in tow, are not to toss or lay on their oars.

(5.) Coxswains of boats under oars or sails when an officer is in charge, only salute at landing places.

(6.) Salutes in boats, under oars or sails, are to be made sitting down; in other cases standing up.

(7.) Boats laying off on their oars are to salute as above, but the bowmen will salute as well as the coxswain.

(8.) Boat keepers salute standing up in the ordinary manner.

(9.) For a Royal salute the crew toss oars and stand up (in double banked boats only).

(10.) When a general officer is saluted with guns he will, on the first gun being fired, if in a steamboat, stop the engines, or, if in a pulling boat, "lay on oars," and on the last gun being fired will turn towards the ship and salute.

MILITARY FUNERALS.

When to be ordered.

98. Military funerals will not be ordered without special authority unless troops are stationed within reasonable distance of the burial ground.

99. Gun carriages and other appliances will be supplied when available at the station, and only when the burial ground is distant upwards of one mile from the place from which the procession starts. Officers when entitled to.

100. Officers are not to be interred with military honours unless they are, at the time of their decease, on full pay, or employed on the staff, or in the exercise of some military command or office. No honours are to be paid officially at the funerals of other officers, or of retired soldiers of any rank, nor is any expense to fall on the public for the use of a gun-carriage or the attendance of soldiers. Salutes and firing parties.

101. Military funerals will be accorded to officers and soldiers buried within the district or station occupied by the troops with which they are serving at the time of their death. Provided the garrison in such district or station is sufficient, military funerals are to be saluted and attended in accordance with the following table : - To whom accorded.

Rank, or corresponding rank.	Salute of guns.	Rounds of small arms.	Troops to attend with due proportion of officers.
Field-Marshal ... ..	17	—	6 battalions and 6 squadrons.
General ... ..	16	—	4 " " 6 " "
Lieut.-General ... ..	15	—	3 " " 4 " "
Major-General ... ..	11	—	2 " " 3 " "
Brigadier-General ... ..	9 <sup>a</sup>	—	1 " " 2 " "
Colonel Commanding...	—	} 3 rounds in each case.	His own regiment or detachments equivalent thereto.
Lieut.-Colonel ... ..	—		300 rank and file.
Major ... ..	—		200 " " "
Captain ... ..	—		His own company or 100 men.
Lieutenant, or 2nd Lieutenant ... ..	—		40 rank and file under a lieutenant or 2nd-lieutenant.
Warrant Officer ... ..	—	}	25 rank and file, under a sergeant.
Sergeant ... ..	—		19 " " " "
All other grades ... ..	—		13 " " " "

<sup>a</sup> Only when commissioned as Brigadier-General.

102. At the funerals of general and flag officers, or of commodores and brigadier-generals dying upon service, minute guns are to be fired while the body is proceeding to the burial ground, but these minute guns are not to exceed the number to which the officer's rank entitled him when living. When any such officers who have died when afloat are to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore, and where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total minute guns so fired must not exceed twice the number of guns to which the deceased was entitled when living. Minute guns.

103. The salute of guns prescribed by paragraph 101, or, in the case of flag officers and commodores, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave. Salute after interment.

104. The pall is to be supported by officers of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places. Pall bearers.

Staff and  
depart-  
mental  
officers.

Parties to  
attend  
funerals.

105. Honours paid at the funerals of staff and departmental officers of the army are to be regulated according to their ranks, or corresponding ranks, as the case may be.

106. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a non-commissioned officer or private will be attended by the squadron, troop, battery, or company (officers included) to which he belonged, or was attached.

## Minute Guns at Civil Funerals.

Salutes at  
funerals of  
civil func-  
tionaries

107. At the funerals of civil functionaries the same number of guns will be fired as minute-guns, while the procession is going to the burial-ground, as they were entitled to as salutes when living. Civil functionaries not entitled to salutes of cannon when living are not to have guns fired at their funerals.

## Salute to Remains of Distinguished Foreigners, &c.

Saluting  
bodies of dis-  
tinguished  
foreigners.

108. Should a vessel carrying the remains of any foreigner of high distinction, foreign general, or foreign flag officer, arrive during saluting hours at any of the authorized saluting stations, see paragraph 77, the same number of minute guns will be fired on its arrival as the deceased was entitled to under paragraph 79 when living.

## APPOINTMENT, PROMOTION, EXCHANGE, TRANSFER, RETIREMENT, AND RESIGNATION\* OF OFFICERS.

### General Instructions.

Pay  
warrant

109. The Royal Warrant for Pay, &c., contains the general rules by which the appointment, promotion, exchange, and retirement of officers are governed.

Notification  
of promo-  
tions &c

110. The "London Gazette," published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, is transmitted to general officers commanding to enable them to notify, in orders, such details contained therein as may affect their commands, and notifications so published will be deemed to be official for all military purposes.

Form of  
declarations  
to be made

111. Declarations according to the forms herein prescribed will be made and signed by officers on the occasion of—

- (i) Promotion (including promotion of warrant officers and non-commissioned officers to commissions),
- (ii) Transfer, or restoration from half to full pay,
- (iii) Retirement, other than on account of age or service, and resignation\*, or, on appointment to the Indian Staff Corps, or to an adjutancy of Militia, Yeomanry, or Volunteers,
- (iv) Applying to exchange.

### FORM FOR DECLARATIONS (i) AND (ii)

"I, A B, hereby declare that I have not, nor to the best of my belief has any person on my behalf or in my interest directly or indirectly paid or transferred or agreed to pay or transfer any sum of money to any person in consideration of the thing hereinafter specified, my promotion, my restoration from half to full pay, or my transfer or my restoration from half to full pay, and I promise honourably and conscientiously not to make, cause to be made, or in any manner receive or benefit by such payment or transfer in respect of such promotion, or transfer or restoration to full pay."

\* Resignation only applies to cases in which no gratuity or retired pay is granted to an officer on leaving the service; retirement applies to all other cases.



## FORM FOR DECLARATION (III).

" I, A.B., hereby declare, upon my honour as an officer and a gentleman, that I have not, nor to the best of my belief has any person on my behalf or in my interest, directly or indirectly received or agreed to receive any sum of money, valuable security, or other thing in respect of " [" my retirement from the regiment of " ] or [" my resignation from the regiment of " ] or [" my appointment to the Indian Staff Corps " ] or [" my appointment to the adjutancy of " ], " and I promise honourably and unreservedly that I will not receive the same, or in any manner recognise or benefit by its receipt hereafter."

*Note 1.*—In the case of an officer eligible for a gratuity or retired pay, the following sentence will be added:—" In this declaration I do not refer to the sum which may be awarded to me under the provisions of the Royal Warrant relating to Pay and Promotion."

*Note 2.*—In the case of the retirement or removal to half pay of an officer having purchase rights, the declaration will be in Form (III), with the following paragraph added:—

" In this declaration I do not refer to the sum which may be awarded to me by the Army Purchase Commissioners, or under the provisions of the Royal Warrant relating to Pay and Promotion."

*Note 3.*—In the case of a general officer, the words " from the regiment of " will be omitted.

## FORM FOR DECLARATION (IV).

" I (A.B. the receiver) or (C.D. the payer) hereby solemnly declare that the proposed exchange with (C.D. or A.B.) does not originate in any cause affecting my honour, character, or professional efficiency; that it is my bona fide intention to join immediately and do duty in the corps to which I propose to exchange for at least a period of 12 months; and I further declare " [for the receiver proceed as in (1); for the payer proceed as in (2), below].

(1.) [" that none of the officers belonging to my present regiment, or to the regiment to which I propose to exchange, except C.D., have paid or promised to pay any money or money's worth to me, or to the best of my knowledge and belief to any person on my behalf or in my interest, directly or indirectly, in consideration of the proposed exchange; and I promise honourably and unreservedly not to receive, or in any manner recognise any such payment on account of such exchange, either now or hereafter." ]

(2.) [" that I have not received any money or money's worth in consideration of such exchange from any one of the officers belonging to my present regiment or to the regiment into which I propose to exchange, nor to the best of my knowledge and belief have any of such officers paid any money or money's worth on my behalf or in my interest directly or indirectly, or in consideration of such exchange to A.B., or to any one on his behalf." ]

Any false statement, or breach of the undertakings given therein will be regarded as a violation of personal honour, and in every such case the provisions of the statute (49 Geo. III, c. 126) will be rigidly enforced. These declarations must be drawn up in the officer's own handwriting, and, except in the case of general officers, must be read over in the presence of the officer commanding the corps, who will attach his certificate as witness to the declaration in the following manner:—

*Read over in my presence, and signed before me, this*  
*day of* , 18 .

*Signature of Commanding Officer*

112. When the officer making a declaration is a commanding officer, his signature must be witnessed by an officer not under the rank of field officer, and, if a general officer, by an officer of similar rank.

113. When an officer is on leave of absence, or away from his unit, the declaration may be made before any general or other officer not under the rank of field officer in command of a district, garrison, or body of troops, or on the general staff of the army; but in order to prevent the officer being put to any expense through travelling to a military station for the purpose of making his declaration, the same may be made before a justice of the peace. When an officer is resident in a country abroad, or in a colony where no British military authority is accessible, the declaration may be made before a British consul or magistrate.

114. Applications for exchange or transfer from one corps to another will, in addition to the declaration prescribed in paragraph 111, be accompanied by the recommendation of the commanding

Declaration  
how made.

Witnessing  
declarations

Declaration  
when an  
officer is  
detached.

C.O.'s own  
medical  
certificate

Exchange,  
&c.

officer of the applicant's unit, who will certify that "the exchange (or transfer recommended does not originate in any cause affecting the honour, character, or professional efficiency of the officer." Such applications must further be accompanied by the certificate of a military medical officer to the effect that "the officer is in a fit state of health to serve at the station where the corps to which he wishes to enter is stationed."

Channel for  
applications.

115. Applications on the subject of appointment, promotion, exchange, or transfer from one corps to another, and retirement, will be addressed to the War Office through the commanding officer of the unit (if any), and the general officer commanding the district or station. In Ireland, all such applications will be forwarded through the commander of the forces in Ireland, and in India through the commander-in-chief in India.

Exchange  
between  
battalions,  
&c.

116. Applications for exchange or transfer from one battalion to another of the same regiment, or from one battery or company of Royal Artillery to another, or, in the case of Royal Engineers and the Army Pay Department, from one station to another, are to be forwarded to the War Office through general officers commanding (in Ireland through general officers commanding district). In cases of transfer the applicant's reason for desiring the same should be given in his application. Each officer's application must be recommended by his commanding officer, and accompanied by a declaration in the following terms, drawn up and signed in accordance with the instructions in paragraphs 111 and 113:

"I, A. B., hereby solemnly declare that the [proposed exchange with C. D.] [application for transfer to —] does not originate in any cause affecting my honour, character, or professional efficiency; and that it is my *bona fide* intention to join immediately and do duty for at least a period of 12 months [at the station to which I may be posted on exchange] [in the unit to which I propose to exchange] [in the unit to which I wish to be transferred].

The certificate of a military medical officer will also be required in each case to the effect that the officer is in a fit state of health to serve at the station where he will be required to serve should the application be granted.

In the case of an officer of more than 12 months' service the views of the officer commanding the battalion to which he wishes to be transferred must be obtained as well as those of his own commanding officer. When, however, such applications are submitted from abroad they need not be delayed on this account.

Royal  
Artillery.

117. An officer of the rank of lieutenant on the 1st furnished list of lieutenants, Royal Artillery, may exchange once in the rank from garrison to field artillery, or vice versa, provided his service as lieutenant does not exceed one year, but in the event of such exchange his name will be placed for regimental seniority at the bottom of the list of the branch to which he exchanges.

Promotion  
of War  
Office  
a comm-  
sion.

118. Officers commanding units, when recommending warrant officers or non-commissioned officers as candidates for promotion to the rank of second lieutenant, quartermaster, 1st lieutenant, or assistant commissary, Army Ordnance Department, will, in every case, forward the following documents:—(1) Copy of the candidate's record of age and service on A. F. B. 2064, (2) copy of his regimental and company defaulter sheets, completed to date of recommendation, (3) medical certificate, (4) A. F. B. 2064. The questions upon A. F. B. 2064 should be carefully and comprehensively answered, and the replies transmitted with the recommendation.



119. In each case, before a recommendation for promotion to the rank of second-lieutenant, quartermaster, riding-master, or assistant commissary Army Ordnance Department, is submitted to the War Office, the general officer commanding will see the candidate and record his own opinion as to whether he is in every way eligible for a commission.

Opinion of  
G.O.C.

120. An officer on first appointment to a commission in the army, or on appointment from half-pay, will be required to join his unit, if it is serving at home, within one month from the date of his appointment, or if it is stationed abroad, he will be required to embark within two months from the date of his appointment. These periods may be curtailed should the exigencies of the service require it.

Leave before  
joining.

121. Officers have no choice as to the particular battalion in which they are to serve, and will be posted as the requirements of the service may dictate. When it becomes necessary to complete battalions with officers from other battalions of the regiment, the following procedure will, as a rule, be adopted:—If the officer required is a major, captain, or lieutenant, the junior of the rank, if a second-lieutenant the senior of that rank, will be transferred. When, however, an officer of the rank required, who is not so situated, is desirous of being posted to fill a vacancy in the battalion abroad, and is reported in every respect fitted to do so, his application will be considered.

Posting.

122. A second-lieutenant, on promotion to lieutenant, will, unless otherwise ordered, remain posted to the battalion in which he is serving.

Posting of  
lieutenant.

123. Officers, on joining their units or depôts, are to report themselves personally to their commanding officers, and officers joining a garrison or station for duty other than regimental, will report themselves personally to the officer commanding the garrison or station.

Officers to  
report on  
joining.

124. Officers under orders to join their unit on, or to embark with any unit for, service abroad will not, save in most exceptional circumstances, be permitted to exchange.

Exchange  
when  
ordered  
abroad.

125. Officers on leave of absence who wish to exchange, are to make their application at least one month before the expiration of the leave granted to them.

Exchange  
when on  
leave.

126. When an officer exchanges, or is transferred on promotion or otherwise, he will continue to do duty where he is serving until orders are received as to his disposal.

Disposal of  
officers  
exchanging.

127. An officer exchanging or transferred from one unit to another, either for his own convenience or on promotion, will be required to join his new unit, if at home, within 14 days, or if abroad, to embark within a month, or as soon after as may be practicable.

Joining on  
exchange  
or transfer.

128. An officer who fails to join at the expiration of the periods laid down in paragraphs 120 and 127, will be returned as "absent without leave" from the date of his appointment. If he continues absent for a month beyond the prescribed period, a special report of his absence is to be transmitted to the War Office.

Officers  
failing to  
join.

#### Appointment of Adjutant and Assistant Adjutant of Regular Forces.

129. Commanding officers will report, for the approval of the general officer commanding, the name of the officer they recommend for the appointment of regimental or battalion adjutant. As far as possible the notification of appointment should be made by the general officer commanding so that it is received at the War Office one month before the appointment becomes vacant. Commanding

Appointment  
of adjutant.

officers will state in their recommendations whether the officers whom they recommend have previously served as adjutants, and officers will not, except in very exceptional circumstances, have their term prolonged, or serve a second term. Officers who are not in possession of the officers' certificate of musketry, or, if obtained after 1897, the extra certificate of musketry, are not eligible and are not to be recommended for the appointment of adjutant, unless the unit is serving abroad, in which case an officer may be appointed adjutant subject to confirmation, and to his subsequently obtaining the required certificate. This last rule will also apply to officers promoted from the ranks, whether at home or abroad. In the case of adjutants of the Royal Engineers, Royal Artillery, and Army Service Corps, should there be no suitable officer in the district, the general officer commanding will apply to the War Office to supply one.

130. Adjutants of infantry battalions and depôts at home will, shortly before appointment, or, if that is not feasible, as soon after appointment as possible, go through a course of instruction at Aldershot or the Curragh, in the physical training of recruits (see paragraph 1264). In forwarding recommendations for appointment, it will be stated whether the officer recommended has been through the course, and if so, when.

131. In regiments and battalions at home (and at depôts when specially sanctioned) a subaltern officer holding the officer's certificate of musketry, or, if obtained after 1897, the extra certificate of musketry, will be appointed to assist in the musketry training of the young officers and recruits, and to instruct the machine gun detachments. The appointment will be made by the commanding officer subject to the approval of the general officer commanding. The assistant adjutant will be exempt from garrison and regimental duties while performing his special duties, but at other times he will be available for any duty.

132. In special cases where both battalions are abroad application to be allowed to appoint an officer as assistant adjutant to a depôt will be made by the officer commanding the regimental district to the general officer commanding, who will forward it to the War Office for approval.

## Appointment of Adjutant of Militia, Yeomanry Cavalry, or Volunteers.

133. The appointment of adjutant of Militia, Yeomanry Cavalry, or Volunteers, will be made by the commander-in-chief from the approved list of candidates for such appointments. In the infantry, officers belonging to the line battalions of the territorial regiment being, as a rule, granted priority in such selection. The solicitation of the interest of commanding officers of Militia, Yeomanry Cavalry, or Volunteers with a view to obtaining these appointments is prohibited. Recommendations for these appointments will be made on A F—E 500, by commanding officers of units of the regular forces in which the candidates are serving, or have served, and will be transmitted through the general officer commanding. No application for re-employment as adjutant of Militia, Yeomanry Cavalry, or Volunteers will be put forward on behalf of any officer who has already completed a term of such employment, except in the case of an officer of Garrison Artillery eligible for re-appointment under the conditions laid down in the Royal Warrant for Pay, &c.

134. Commanding officers will report fully their opinion as to the eligibility of candidates, and will not recommend any officer whom they do not consider fully qualified for the appointment,

both by knowledge of its duties and ability to impart instruction. Officers who are not in possession of an officer's certificate of musketry, or, if obtained after 1897, the extra certificate of musketry, are not eligible. When the commanding officer does not recommend a candidate, he will state his reasons on the form of application.

135. Previous to appointment, candidates of cavalry and infantry, except as provided in paragraph 136, will be examined by a board of officers as to their qualifications for the duties of adjutant, including a knowledge of the duties of brigade-major. The faculty of imparting instruction will be particularly considered, and a certificate must also be given showing that the candidate can ride. A detailed statement of the subjects of examination is contained in Appendix X. Examination before appointment.  
Subjects of examination.

136. Officers who have held the appointment of adjutant of their battalion or regiment for a period of not less than twelve months will be exempted from the examination referred to in paragraph 135, provided that not more than five years have elapsed since they held such appointment. Officers who have passed through the Staff College, and are favourably reported upon as regimental officers, and captains who have passed the examination for the rank of major, will likewise be exempted from the examination referred to in paragraph 135. Exemption from examination.

137. Every candidate, after he has passed the examination referred to in paragraph 135 (unless exempted under paragraph 136), will be examined by a board of medical officers, as to his general health and fitness, at the nearest station to his residence at which a board can be assembled. The board will state in their report whether the candidate has any defect in eyesight which might interfere with the efficient discharge of the duties of an adjutant. Medical examination.

#### Appointment, &c., to the Army Service Corps.

138. The regulations for appointment of officers to the Army Service Corps are contained in the Royal Warrant for Pay, &c. In the case of officers serving in the army, the following documents will be forwarded to headquarters with applications for appointment to the Army Service Corps:—(1) A medical certificate as to fitness for general service, mounted or dismounted, at home or abroad; (2) a certified copy of the record of the applicant's service on A. F.—B 109; (3) the recommendation of the commanding officer, who will state whether the applicant is a good regimental officer and is likely to prove a credit to the regiment from which he joins; (4) in the case of second lieutenants a certificate that they have passed in subjects (a) and (b) for promotion. Appointment to A.S.C.

139. If an officer of the Army Service Corps at a station abroad is unexpectedly removed from his charge by death, sickness, or any other cause, and no other officer of the corps is available to succeed him, the general officer commanding may appoint an officer temporarily to fill the vacancy. Such appointment, and the circumstances of the case, will be immediately reported to the War Office. Temporary appointment to A.S.C. abroad.

#### Appointment, &c., to the Army Ordnance Department.

140. The rules as to the eligibility of officers for appointment to the Army Ordnance Department are laid down in the Royal Warrant for Pay, &c. Appointment to A.O.D.

#### Appointment, &c., to the Army Pay Department.

141. A candidate for the Army Pay Department will forward his application with a statement of his qualifications for the appointment through his commanding officer. If he has previously Appointment to A.P.D.

acted as paymaster, or as an active member of a committee of paymastership, he will give the particulars of such service.

142. In forwarding an application for appointment to the Army Pay Department, the commanding officer will furnish a confidential report, in which he will express his opinion upon the qualifications of the officer to undertake financial duties, and will add the following certificate:

"I hereby certify that I am not aware of anything affecting the honour or character of \_\_\_\_\_, and I consider him to be in every way fit to undertake financial duties and to be entrusted with the control of public money."

143. The application of an officer who is on temporary half-pay, will, when practicable, be forwarded through the commanding officer of the corps in which he last served, and if this cannot be done, through the depot of such corps.

144. When a candidate is selected he will be attached to a pay office for instruction, and from time to time the officer under whom he is undergoing probation will be called upon to furnish a report of his progress.

145. On the termination of the probation, or at such earlier date as appears desirable, orders will be issued from headquarters for the candidate to be examined before a board, composed, when practicable, of the chief paymaster of the district and two officers of the Army Pay Department.

146. The points generally upon which a candidate will be tested are the examination of company pay lists, method of keeping the cash book, and the general account book and ledger, and the preparation of balance sheets and of monthly estimates. He will also be examined as to his acquaintance with the Royal Warrant for Pay, &c., Allowance Regulations, and more especially the Financial Instructions, also as to his knowledge of book-keeping by double entry to the extent required for army accounts, the duties attending the payment of soldiers, his aptitude for accounts, quickness, neatness in work, and general intelligence and ability.

147. The proceedings of the board will be accompanied by any special observations which the board may see fit to make regarding the candidate's qualifications for the duties of a paymaster.

## Appointment of Governors of Military Prisons.

148. Combatant officers on the active list not below the rank of captain are eligible, under the Royal Warrant for Pay, &c., for appointment as governors of military prisons. Candidates should make application, in the manner directed in paragraph 115, to have their names recorded for consideration as opportunities offer.

## Continuance in the Service of Quartermasters and Riding-masters and of the Executive Staff, Army Ordnance Department.

149. Commanding officers will report, through general officers commanding, to the War Office whether they recommend the continuance in active service of the quartermasters and riding-masters, and of the executive staff, Army Ordnance Department, serving under their command, on their completing the several periods of 10, 15, and 20 years' service in those ranks respectively. These reports should reach the War Office one month before the completion of the



periods of service above referred to if the officer whose case is submitted is serving at home, or two months before, if he is serving abroad. If the quartermaster, riding-master, or officer of the executive staff, Army Ordnance Department, be not recommended for continuance in the service, the report will be made in sufficient time to allow of such officer being retired from the day after the date on which he completed the period of service in question; and he should also be released from duty on that day.

**Half-Pay, Retirement, and Resignation.**

150. Officers, who through medical disability become unfit for duty and who are desirous of being placed temporarily on the half-pay list, will transmit their applications as directed in paragraph 115, accompanied by a certificate of a board of medical officers, explaining the cause of the officers becoming unfit for service, and stating the probable duration of such unfitness. Temporary half-pay.

151. Officers who apply for permission to retire, or to resign their commissions, are not to quit their corps, until their names appear in the "London Gazette," or until they receive permission from competent authority to do so; but officers subject to compulsory retirement should not be retained on regimental duty after the day preceding the date of such retirement. Quitting corps on retirement, &c.

152. In forwarding applications from officers to retire or resign their commissions, commanding officers are, when such applications are the result of misconduct, or owing to some proceeding on the part of the officers affecting their honour or character as gentlemen, to state all the circumstances and particulars of each case. Retirement, &c., as a result of misconduct.

153. A commanding officer, in forwarding to the War Office an officer's application to resign or to retire with a gratuity, is to state whether all regimental claims have been paid, and whether he is aware of any outstanding public claims, or of any objection to the retirement being sanctioned. In the event of any public or regimental claim being unliquidated, such amount as the Secretary of State may decide will be retained from the gratuity in order to cover possible claims. The commanding officer will report to the War Office as soon as practicable the full amount of such claims. No such statement is required in cases of retirement on retired pay. Officers retiring with gratuity.

154. All officers are to notify their intended place of residence in their application to retire upon full, retired, or half-pay. Any subsequent change of address should be at once reported to the War Office. Address.

**DUTIES OF THE COMMANDER-IN-CHIEF.**

155. The Order in Council which defines the duties and responsibilities of the commander-in-chief, or other officer who may hereafter from time to time be appointed to the chief command of Her Majesty's forces, is published in Appendix I. Duties of C. in C.

**DUTIES OF GENERAL OFFICERS COMMANDING.**

156. General officers commanding are the representatives of the commander-in-chief within their commands, and, subject to these regulations, are responsible for the — Duties of G.O.C.

- (i.) Discipline and the efficiency for service of the troops.
- (ii.) Maintenance of uniformity of system in all branches of the service.
- (iii.) Maintenance of armaments, works, and buildings (see also "Regulations for Engineer Services").
- (iv.) Compilation of the necessary estimates (see "Financial Instructions" and "Regulations for Engineer Services").
- (v.) Economical control of all expenditure, whether money, supplies, or stores (see "Financial Instructions" and "Regulations for Engineer Services").

(vi) Arrangements for mobilization and maintenance and efficiency of all mobilization equipment.

(vii) Organization and preparation for defence of all fortified places within their commands, in accordance with such instructions as may from time to time be issued.

(viii) The professional training of the officers and soldiers under their command, and the establishment of a proper system of regimental instruction.

(ix) Administration and supervision of the Recruiting Service within their commands.

When commanding forces in the field, or under circumstances when active service appears imminent, they are further responsible for the proper disposition of the troops, whether for offensive or defensive operations, and for obtaining all possible information concerning the supplies of provisions, horses, means of transport, and labour which might be made available for military purposes, as well as of the military features of the country likely to become the theatre of operations. They will be prepared at all times to furnish to superior authority any information required on these subjects, and it is part of their duty to furnish the periodical diaries and reports prescribed in Appendix III.

They will not under any circumstances quit the area of their commands without permission, and in applying for leave of absence they will specify the name and rank of the officer on whom their command will devolve.

Supervision of the staff.

157. General officers commanding will ascertain that the general and staff officers under their command are acquainted with their several duties and competent in all respects to perform them.

Issue of leave to the troops.

158. They will not permit the authorized scales of issue to the troops to be departed from, except for some special reason and if at a home station with the sanction of the Secretary of State, or, if at a station abroad, by their own written order when, in circumstances of exceptional emergency, they consider extra issues to be indispensably necessary. In such cases they will report the circumstances fully at the earliest opportunity. Telegrams on these subjects may be sent when the matter is of sufficient importance.

Troops, and intercourse with adjacent authorities.

159. They will prevent interference with manorial rights or trespass upon private property by the troops in their commands, and will maintain friendly intercourse with magistrates and other civil functionaries.

Harvesting

160. They will use their discretion in allowing soldiers to be employed in harvest work, provided the employment of the population is not thereby interfered with. Such permission, however, will not be granted in cases where strikes or disputes between labour and their employers exist. In such cases applications for the assistance of soldiers are to be forwarded to the War Office.

Reports of riots, &c.

161. They will immediately report all cases in which troops have been engaged in riotous disturbances, either among themselves, or with civilians have been concerned, and will further report the results of their inquiries into the circumstances.

Admission to the barracks, &c.

162. No person requesting admission to the national defences are laid down in Appendix V.

General orders

163. General and other officers commanding are responsible that all persons employed by them are made acquainted with the provisions of the Army Discipline and Regulation Act, 1889, and a record that this has been done is to be kept by every staff, regimental and departmental officer.

Expenditure

164. General officers commanding may, in special cases, authorize the payment, as losses, of over payments not exceeding £100. Expenditure has been incurred through any neglect of regulations or lack of economy, or any special difficulty or would cause hardship.

## Encampments.

164. "Regulations and instructions for encampments and canton-  
ments" are issued as a separate publication. Troops are not to be  
under canvas in the United Kingdom between the 1st October and  
30th April without the approval of the general officer commanding,  
which should not be given if the health of the troops is likely to be  
impaired thereby.

In this connection every effort should be made to ensure that  
periodical Engineer Services are arranged so as to avoid the  
vacating of barracks during the non-camping season.

165. When troops are placed under canvas, under any exceptional  
circumstances, or when the encampment has not been provided for  
in the local financial estimates for the current year, a report will  
immediately be made to the War Office, stating the reason for the  
encampment, its probable duration, the number of officers present,  
and why advantage has not been taken of any barrack accommo-  
dation that may be available.

## Schemes of Defence.

166. General officers commanding at home, and at Malta,  
Gibraltar, Halifax, and Bermuda, will revise annually the schemes  
for the defence of the fortresses or defended ports under their  
command, and will render to the War Office on the 1st of January,  
a report that this has been done, together with copies of their  
revised schemes.

167. At places abroad where the general officer command-  
ing is not also the governor, the revision of the scheme will  
be considered by a committee to be assembled annually by the  
governor, consisting of the officer commanding the troops as pre-  
sident, and of not more than five members selected on account of  
their military, naval, and local knowledge. If there is no naval  
officer available to serve on the committee, advantage will be taken  
of the presence of any of Her Majesty's ships to obtain advice on  
all matters involving an expression of naval opinion. The scheme,  
as revised, will be submitted to the governor, who will transmit it  
home for examination by the Colonial Defence Committee.

168. As schemes of defence should deal only with the men and  
material actually available, or that can be made available on emer-  
gency, the annual revision should represent the plan on which  
the general officer would defend the place with the existing  
resources. This is not to preclude a general or other officer from  
making any recommendation in connection with the defences  
under his command which he considers desirable, but such  
recommendation should be submitted separately.

169. When making recommendations for new armaments or  
defences, or for changes in existing ones, the report of the  
general officer commanding will be accompanied by illustrative  
plans.

170. If the proposals in any way affect seaward defences, the  
general officer commanding will communicate with the senior  
naval officer at the station, with a view to a naval officer being  
detailed to assist with his advice on the naval aspect of the  
questions involved.

171. The general officer commanding should assimilate, as far as  
lies in his power, the peace organization of his command to that  
which, under his scheme of defence, he would put into force in  
war, and he will see that the troops are acquainted with, and  
exercised in taking up, the posts to which they are allotted.

(Q.R.)

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Camping  
season.

Report in  
exceptional  
circum-  
stances.

Revision of  
defence  
schemes.

Committee  
for revision.

Scope of  
revision.

Proposed  
changes in  
armaments  
or defences.

Naval  
advice.

Organisa-  
tion in  
peace.

**Raising local forces.**

172. Whenever it may be necessary to raise an auxiliary force, either of Europeans or natives, in any of Her Majesty's colonies, for service in the field, authority will be obtained from the Secretary of State for War if time admits of it. In cases where this is not possible, the general officer by whose authority the force is raised will at once communicate to the Secretary of State for War (by telegraph when available) the conditions and terms under which the men have been enlisted, the rates of pay and allowances offered, and the arrangements for the supply of rations, arms, accoutrements &c.

## Treasury Chest.

**Treasury Chest.**

173. The Treasury Chest at stations abroad is maintained solely for Imperial services, and its funds must not be applied, even provisionally, to any services which ought properly to be provided for out of colonial revenues. In time of war, when colonial and Imperial forces may be co-operating, it may not be possible to adhere absolutely to this prohibition, but the sanction of the Home Government must invariably be obtained before any relaxation of the same is permitted.

**Advances in grave emergencies.**

174. When, however, circumstances of grave emergency arise in colonies where there is no telegraphic communication with England, and the previous sanction of the Home Government cannot be obtained in time by letter, and when it may become imperatively necessary to make advances out of Imperial funds for provisioning or issuing stores or munitions of war to colonial troops, or for enabling the Colonial Government to raise local levies, the officer commanding must understand that nothing but the clearest proof that the colonial exchequer is unable to raise the requisite funds will justify him in directing advances for such expenses to be made out of the Treasury Chest. In such cases he will previously obtain from the Colonial Government concerned, a formal acknowledgment of its indebtedness to the Imperial Exchequer for all such advances, coupled with a definite engagement to repay them at such time and in such manner as may be determined with the concurrence of the Treasury Chest officer.

**Reports of advances.**

175. In all cases where advances have been made from a Treasury Chest to the Colonial Government for any purposes whatever, whether with or without the previous sanction of the Home Government, an immediate report will be made to the Secretary of State for War.

## Prize Money.

**Prize money.**

176. Prize money, which is solely the property of the Crown, must in all cases be dealt with in accordance with the Acts of Parliament on the subject; and is on no account to be distributed by officers in command of troops in the field.

## Patents—Trial of Inventions.

**Conditions as to taking out patents.**

177. Officers and others holding appointments, or employed in any administrative, instructional, manufacturing, or experimental department under the War Office, are not permitted to take out patents, or to apply for provisional protection for inventions, except under the Regulations contained in Appendix XII.

**Trial of inventions.**

178. In no case will general officers commanding authorize the trial of any invention without first obtaining sanction from the War Office. All inventions which may be proposed for adoption in the service should be submitted to the War Office.



## INSPECTIONS AND INSPECTION REPORTS.

### Inspections by General Officers Commanding.

179. General officers commanding will inspect every unit soon after its arrival within their command, with a view to ascertaining its efficiency, and, if necessary, will specially report upon the same. This inspection should therefore be of a practical nature. General officers commanding at home will inspect annually each of the units of all branches of the service under their command, at the times mentioned in paragraph 180. A similar annual inspection will be made by general officers abroad at the season most suitable for the particular station. The annual inspection should be so supplemented by subsequent visits as to enable the general to report, as far as possible, on each squadron, battery and company from his own personal knowledge of their efficiency.

Inspection of troops on arrival.

Annual inspections.

Forty-eight hours is sufficient notice to be given to a unit of any inspection by the general officers commanding.

When a change of stations is ordered during the usual inspection season, arrangements for the annual inspection of the corps moving, will be made by the two general officers concerned, so that the commander-in-chief may receive the fullest detailed report of the unit.

When units of cavalry and infantry are organised as brigades, the inspection will be carried out by the general or other officers commanding the brigade. This inspection will be independent of any inspection that the general officer commanding the district may choose to make.

180. The inspection will be divided into three portions:—

- (A) *In the field*; to be held at home stations in the summer, usually after the completion of "Field Training."
- (B) *In quarters*; to be held at home stations, usually in the spring.
- (C) *In special subjects*; i.e., subjects not common to the three arms, to be held when convenient.

Method of inspection.

The inspection in (A) and (B) for all arms, and in (C) for infantry will be carried out by general officers commanding districts. The inspection in (C) of Cavalry, Royal Artillery, Royal Engineers, Army Service Corps, Royal Army Medical Corps, and Army Ordnance Corps, at home, will be carried out by the officers concerned.

181. The inspection of a unit as a whole in the field and in quarters will be directed to testing not only the efficiency and capacity for command of the commanding officer and second in command, but the general readiness for war of the unit as regards training, discipline, and interior economy.

Efficiency of corps to be tested.

The inspection will include the following subjects so far as may be applicable to the branch of the service to which they belong: drill, firing exercises and fire discipline, physical training, bayonet fighting, sword exercise, revolver practice, machine gun drill and practice, signalling, range finding, field firing (when possible) or other musketry practice, field manoeuvres, and the subjects prescribed for the annual course of "Field Training."

It is to be borne in mind that such exercises as the manual and firing exercises, sword exercise, physical drill and training, should not as a rule be executed for the purpose of inspection by a unit larger than a squadron or company.

182. The inspection of a squadron, battery, and company in the subjects above mentioned, will be directed towards testing the capacity of the individual officers, section leaders, and non-commissioned.

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	<p>sioned officers generally, to act as instructors and leaders, as well as of the efficiency and readiness for war attained by the rank and file of their respective commands (<i>vide</i> paragraphs 1058 <i>et seq.</i>).</p>
Staff to accompany G.O.C.	<p>183. As a rule, general officers will be accompanied by one staff officer only on their tours of inspection. When circumstances necessitate their taking another, an explanation of the reasons for having done so will be given when transmitting claims for travelling expenses. Officers below the rank of general officer are not entitled, except when performing the duty of a general officer commanding, or under the special authority of the commander-in-chief, to be accompanied by a staff officer on tours of inspection.</p>
All ranks to be on parade.	<p>184. Every effort will be made to ensure the attendance of every officer and soldier at the general's inspection of the unit itself or its component parts.</p>
Inspection reports.	<p>185. All inspection reports will be made out on the army forms specified in paragraph 2087, in accordance with the printed instructions contained in them, and will be addressed to the War Office.</p>
Forwarding brigade reports.	<p>186. The inspection reports of general or other officers commanding brigades or other independent commands who carry out their own inspections, are to be addressed to general officers commanding districts, who will state on the same document, and in continuation of the inspecting officer's report, whether they concur therein, and will add thereto such further remarks as may enable the commander-in-chief to become thoroughly acquainted with the state of the corps in their command.</p>
Complaints and claims.	<p>187. The manner in which officers or soldiers should proceed to obtain redress for any grievance under which they conceive themselves to be suffering is prescribed in the Army Act; if they should desire to bring their grievances to the notice of an inspecting general officer, they are to be afforded an opportunity of doing so. When claims are advanced by soldiers they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable, irrespectively of the occurrence of the annual inspection, which is not in ordinary cases the occasion on which they should be brought forward for adjustment. Anonymous complaints are strictly prohibited.</p>
Orders issued by inspecting officer.	<p>188. Whenever an inspecting general officer has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification; and when the occasion so requires, he will direct such orders to be embodied in the permanent order book of the unit. He is also to state in his report in what manner and with what effect the orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks or make suggestions for their improvement, it will be stated whether it is proposed:—(a) to deal with the service in the next year's estimates, (b) to provide for it locally, or (c) to make special application for funds.</p>
Suggestions as to barracks.	
Restrictions as to local matters.	<p>189. The further inspections in (A), referred to in paragraph 180, will be carried out as laid down below for the different branches of the service to which they refer, but an inspecting officer, not being the general officer commanding the district, is not to interfere either with the orders and regulations laid down in the several commands, or with the immediate control and supervision of the general officer commanding. He will report to the commander,</p>

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in-chief, through the general officer commanding, on all matters in his own branch of the service not locally connected with such districts, and before making his inspection he will communicate with the general officer commanding on the subject.

#### Inspections of Cavalry.

190. The inspector-general of cavalry is responsible for the maintenance of a uniform system of training and drill in the cavalry, and is charged with the complete inspection in the field of cavalry regiments stationed in the United Kingdom. Inspections of cavalry.

He will report to the War Office on all matters connected with the technical instruction, equipment, and organization of the cavalry.

He will be kept officially informed by general officers commanding as to the efficiency in musketry of cavalry regiments within their commands, and upon any other points connected with their technical instruction which it may be necessary to bring under his notice.

If, in the course of his inspections, he finds reason to comment on the manner in which duties are performed, or regulations carried out, he will communicate his views thereon to the general officer commanding the district in which the regiment is serving, as well as on A.F.—B 108—2 and B 194 -1.

#### Inspections of Artillery.

191. The inspection of the Royal Artillery at home and abroad will be carried out by the general officers of the Royal Artillery and colonels on the staff commanding Royal Artillery districts. These inspections will be conducted in the most searching manner, and will embrace both the *personnel* and *matériel*, mobilization equipment included. Inspection of Royal Artillery.

192. The inspection of the Horse and Field Artillery will be carried out as follows:—The Woolwich, Home, Eastern, and South-Eastern Districts, by the general officer commanding the troops, Woolwich; the North-Eastern, North-Western, Scottish and Western Districts, and Aldershot, by the general officer commanding the Royal Artillery, Aldershot; the Southern District, by the general officer commanding the Royal Artillery in that district; in Ireland, by the colonel on the staff commanding the Royal Artillery at the Curragh. The date of inspection and all necessary details should be arranged between the inspecting officer and the general officer commanding the district in which the unit is serving. Horse and field artillery.

193. The inspection of garrison artillery will include that of all ordnance, ammunition, and stores in their charge, and is to be directed in such a manner as to test the efficiency of all ranks in their technical duties as artillerymen. Garrison artillery will only be trained in infantry drills and battalion movements sufficiently to enable them to take part in ceremonial parade. Garrison artillery.

194. The commandant of the School of Gunnery, Shoeburyness, will act as inspector of artillery instruction, and will annually inspect the instruction at Okehampton; Lydd; Western Forts, Isle of Wight; Devonport; Sheerness; and the Royal Military Repository, Woolwich. He will submit the reports of his inspections to the War Office, through the general officer commanding the district, bringing to notice the points on which he may have thought it necessary to suggest alterations of practice to the commandants. Inspection by commandant of School of Gunnery.

#### Inspections of Engineers.

195. The inspector-general of fortifications will, as far as practicable, annually inspect the entire force of Royal Engineers in the United Kingdom, forwarding his report (the form of which is Inspection of Royal Engineers.

left to his discretion) in each case, through the general officer commanding the district, to the War Office. This inspection will embrace both the *personnel* and *matériel*, but does not deal in any way with the confidential reports on officers.

Inspection of  
mounted  
branches.

196. In addition to the above, and the inspection by general officers commanding, the inspector-general of cavalry will inspect the mounted branches of the Royal Engineers in the subjects enumerated in A.F.—B 65—3.

**Inspections of Army Service Corps.**

Inspections.

197. The companies of the Army Service Corps will be inspected as may be considered necessary by some officer deputed by the quartermaster-general and an annual inspection will be made of all stations where government bakeries and abattoirs are established, the quality of the supplies produced, and the efficiency with which the duties connected therewith are performed, being specially enquired into. Supply, transport, and barrack establishments at other stations will be inspected at such times, and by such officers, as the quartermaster-general may direct.

Inspector-  
general of  
cavalry  
inspection.

198. In addition to the above, the inspector-general of cavalry will inspect transport establishments of Army Service Corps at stations where four or more companies are quartered, to the extent embraced by A. F.—B 65-3.

**Inspections of Royal Army Medical Corps.**

199. Instructions as to the further inspection of the Royal Army Medical Corps are contained in the Standing Orders for this corps.

**Inspections of Army Ordnance Department and Mobilization Stores.**

Inspections.

200. In addition to inspections at home and abroad by general officers commanding, an inspection of the Army Ordnance Department in each command at home, and of mobilization store depôts, will be made annually, or at such times as may be considered necessary, by the director-general of ordnance, or by an officer deputed by him.

**Inspections by the Director-General, Army Veterinary Department.**

201. The director-general, Army Veterinary Department, will make an annual veterinary inspection of the horses, forges, stables, and forage barns of all mounted units in the United Kingdom other than those serving in Ireland, Aldershot, and Woolwich, and he will also make a similar inspection in these commands should he, for any reason, consider it necessary.

On conclusion of his inspection he will render a report to general officers commanding, for transmission to the War Office, on the condition and shoeing of the horses, the quality of the forage, and the stable management of the unit inspected.

**Annual District Reports.**

Annual  
report on his  
command by  
G.O.C.

202. General officers commanding at home and abroad will furnish, annually, as soon as possible after the 1st January, a report on the state of their commands. In preparing this report general officers commanding may call for reports from the heads of departments and others, but such documents should not accompany the annual reports, the object of which is to afford the *commander-in-chief* full information, in the most concise form, of *the state of the command*, and of any important matters which

may have occurred in it during the year. The report is not to be used for bringing to notice, for the first time, any general questions, defects, or shortcomings. These can be more conveniently and expeditiously dealt with in separate communications as they arise. In the event of general officers considering it necessary to allude to such subjects in their reports, the reference to any correspondence which has already taken place in connection therewith must be given.

The following subjects will be reported on :—

- (1.) The health of the troops generally, showing whether there has been any unusual increase or decrease of sickness, and the cause thereof if possible. If a tabular statement is annexed, it should give a comparison with the previous year's statistics.
- (2.) The general condition of the defences, barracks, and huts, and the progress of military works. These subjects should be reported on in distinct sections, so that they can be detached from the report, and at once dealt with by the particular department concerned. Where defects are reported or suggestions made, the instructions given in the latter part of paragraph 188 will be followed. With regard, however, to barracks and other buildings, questions of repair and maintenance should be avoided, unless they have previously been included in the annual statement of barrack services, and have not been authorized.
- (3.) General condition of mobilization equipment, stores, storehouses, &c.
- (4.) The working of any new regulation or system that may have been introduced or the utility, or otherwise, of any new arm or equipment supplied.
- (5.) Any other subjects which, in the opinion of the general officer, are of sufficient importance and interest to be embodied in his annual report, should be referred to under this head concisely.

### CONFIDENTIAL REPORTS.

**203.** General officers commanding will forward to the War Office annually, soon after their inspections but not later than 1st January, a confidential report on every staff, regimental, or departmental officer serving in their districts. These reports will be made out in the first instance by the commanding officer, or other immediate superior of the officer reported on, in accordance with the instructions contained below. They will be strictly confidential and privileged documents, in no case to be made public, except under the conditions specified in paragraph 214. Confidential reports.

Staff and seconded officers should only be reported on by immediate superiors, and in such cases the appointment held should be shown in red ink on the report; but regimental commanders are to bring to notice any circumstances affecting them which should be laid before the commander-in-chief.

Seniors of regimental grades should be specially reported on in anticipation of the annual report, if anything should occur likely to prejudice their promotion.

**204.** When districts include brigades or other independent commands under general or other officers who carry out their own inspections, these inspecting officers, as well as those enumerated in paragraphs 207 and 208, will forward the confidential reports of all officers whom they report on to the general officer commanding the district, for transmission to the War Office. Reports by inspecting officers other than general officer commanding.

**205.** All inspecting officers, whether the general officer commanding or not, and the general officer commanding the district in all cases, will record on the confidential reports and in continuation of the same whether they concur in the opinions expressed in them, and they will supplement them with any information which they may consider necessary for the guidance of the commander-in-chief. General officers commanding and inspecting officers to record their opinions.

**206.** Confidential reports for all officers of the different branches of the service, whether they are doing duty with their corps or are otherwise employed, will be made out on the Army Forms specified for their branch of the service in paragraph 207, and in accordance with the instructions on those forms. Army forms to be used.

Officers other than general officers commanding to record their opinions in certain cases.

207. The following officers will also record their opinions in the particular cases specified below prior to the reports being submitted to the general officer commanding :—

*Cavalry*—The inspector-general of cavalry.

*Royal Artillery*—The general officers of the Royal Artillery, and colonels on the staff commanding Royal Artillery districts.

*Royal Engineers*—The commanding Royal Engineer of a district and, at Chatham, the commandant, School of Military Engineering on all officers serving under him.

*Royal Army Medical Corps*—The officer commanding.

*Army Veterinary Department*—The administrative veterinary officer.

Reports on adjutants and quartermasters of Militia, Yeomanry, and Volunteers.

208. Reports on adjutants and quartermasters of Militia, Yeomanry, and Volunteers, who are on the active list, will be made by the following officers :—

*Infantry*—By the officer commanding the regimental district.

*Cavalry*—By the officer deputed to inspect through the inspector-general of cavalry.

*Artillery*—By the officer commanding the Militia and Volunteer Artillery, through the officer commanding the Royal Artillery.

*Engineers*—By the field officer of Royal Engineers who inspects the unit concerned, through the district commanding Royal Engineer.

Reports on commanding officers.

209. In reporting on commanding officers inspecting officers will state clearly their opinion as to their fitness for further promotion or employment, and the nature of appointment, if any, for which they appear to be most suited.

Special reports on senior officers of various ranks.

210. The commanding officer and the inspecting officer will both record a clear and definite opinion as to the fitness for promotion to the next higher rank of all majors and of the senior officers of each other rank, in the following proportions :—

Regiment of cavalry, the 2 senior officers of each rank.

Royal Artillery, the 50 senior officers of each rank.

Royal Engineers, the 20 senior officers of each rank.

Infantry—

4-battalion regiment, 8 senior officers of each rank, irrespectively of the battalion in which the officer may be serving.

3-battalion regiment, 6 senior officers of each rank, irrespectively of the battalion in which the officer may be serving.

2-battalion regiment, 4 senior officers of each rank, irrespectively of the battalion in which the officer may be serving.

Army Service Corps, 10 senior officers of each rank.

Hong Kong Regiment, the senior officer of each rank.

Royal Malta Artillery, 2 senior officers of each rank.

In the event of an officer not being recommended for advancement, the reason will be given.

Reports on officers on detachment.

211. Whenever a portion of a unit is detached under a field officer for any period exceeding six months, the officer commanding the unit will call upon the field officer commanding the detachment to furnish him with such reports on each officer as may enable him to complete his own report. The sub-reports may be called for by the inspecting officer.

Special reports on officers of less than three years' service.

212. In the case of every officer of less than three years' service, the reports will be accompanied by special and independent reports by each of the three senior officers of the corps present, recording their opinion whether his retention in the service is in every respect desirable, and likely to be advantageous to the army.



When the officer is serving with a detachment, these reports will be rendered by the two senior officers and the officer commanding the detachment.

213. As the object of rendering confidential reports is to furnish the commander-in-chief with an accurate knowledge of an officer's character, acquirements, and professional value, on which to base in a great measure his selections for promotion and for employment on the staff and on special duties, it is important that they should contain a concise but clear description of the officer reported on. Commanding and inspecting officers should bear in mind that no such description can be of any value unless it brings to notice an officer's weak points as well as his strong ones. As it is not to be expected that all points in an officer's character are equally strong, the fact that the weak ones have been brought to notice need not necessarily be considered to constitute an adverse report, and need not, on this account alone, be communicated to him. But a commanding or inspecting officer may use his discretion in bringing to the notice of an officer any weak points which have been recorded against him which in their opinion might be improved by increased energy or attention.

Made of  
compiling  
reports.

214. When, however, the officer who, in accordance with paragraph 203, first renders the report, considers it necessary to record any fault which affects an officer's character as an officer and a gentleman, or his fitness for his present position, or for promotion to a higher one, the particulars of the adverse report are to be read *verbatim* to him by the officer making it, in the presence, when possible, of the inspecting officer and second in command of the corps. If the officer unfavourably reported on is not present at the time of the inspection, the above particulars are to be communicated to him by letter. A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out. If the result of the report is considered by the commander-in-chief to prejudice the officer's chances of further promotion, he will be so informed.

Adverse  
reports.

#### APPOINTMENTS TO THE STAFF.

215. Officers are to be selected for employment on the staff of the army exclusively from the regular forces, including the Royal Marines, and no officer is to be considered qualified to hold a staff or extra-regimental appointment until he has been four years in the service—unless in very exceptional circumstances, when special authority must be obtained.

Selection.

216. As a general rule, officers who have completed a course of instruction, and have passed through the Staff College, will be required to rejoin their regiments for a period of twelve months before being eligible for appointment to the staff of the army.

Officers from  
Staff College  
to join their  
corps before  
appointment  
to the staff.

217. No officer will be appointed to the staff as a deputy-assistant adjutant-general or as brigade-major, who has not previously passed through the Staff College, or been trained in the Army Service Corps, except officers holding the rank of lieutenant-colonel, and all officers of proved ability on the staff in the field.

Qualifica-  
tion for  
general staff.

218. Any officer recommended for the appointment of aide-de-camp who has not passed through the Staff College, must have qualified for promotion to the rank of captain, and obtained a certificate of proficiency in riding, as prescribed in paragraph 1193.

Qualifica-  
tions for  
personal  
staff.

He will further be required to pass an examination in French (unless he has "*passed*" in that language as prescribed by paragraph 1201), which will consist in writing a letter or essay of not less

than three pages of foolscap, and a colloquial test. Pending such qualification, his appointment as aide-de-camp will be provisional only, and he will be required to pass the necessary examinations at the earliest possible opportunity.\*

On completion of staff employment to rejoin regiment.

219. When a regimental officer has completed the period of employment on the personal staff of a general officer or civil governor of a colony, he will be required to rejoin his regiment and do duty with it for two years, before he can be again similarly employed. (For regulations as to changes in, and resignation from, the personal staff, see the Royal Warrant for Pay, &c.)

Notification of appointments.

220. The names of officers selected to hold staff appointments will be published in the "London Gazette," and notified in the orders of the commands in which the officers are to be employed.

Relinquishing staff appointments.

221. Officers holding staff appointments at home or in the colonies, unless seconded, or unless they are substantive majors who have been replaced by additional captains, are required, on their regiments being ordered to India or on active service in the field, to relinquish such appointments in order to accompany their regiments. In like manner, officers on the staff in India (unless seconded or excepted from the operation of this rule by special authority) are required to vacate their appointments on their regiments quitting the country.

On appointment as second in command.

222. Unless special reasons exist to the contrary, an officer will vacate an extra-regimental appointment on being appointed second in command of a regiment or battalion.

## DUTIES OF STAFF, MEDICAL, AND DEPARTMENTAL OFFICERS OTHER THAN GENERAL OR OTHER OFFICERS COMMANDING.

### Duties of Staff and Departmental Officers.

Officers of the general staff.

223. When there is more than one staff officer in the command, one will be named in orders as "Chief Staff Officer." The general officer commanding will allot amongst his staff the several duties in such a manner as will best ensure their efficient performance.

Distribution of duties.

224. The duties of staff and departmental officers comprise the supervision and control, under the general officer commanding, of all Army services, including mobilization services. These services are divided into the following groups:—

- (a) Discipline, interior economy, drill, military training and instruction, musketry, signalling, schools, charge of garrison and regimental institutes.
- (b) Supply, transport, movements, distribution and quartering, barracks, camps, hire of buildings and lands for camps, ranges, &c.
- (c) Artillery services.
- (d) Engineer services.
- (e) Ordnance services, viz.:—Arms, ammunition, clothing, mobilization and other equipments.

The services under (a) and (b) will be in the hands of officers of the general staff, but at stations where no officer of the general staff is appointed for (b) duties, the officer commanding the Army Service Corps at the station will, if required, perform administrative duties, in addition to his executive duties. Artillery, Engineer, Medical, and Ordnance services will be under the officer commanding Royal Artillery.

\* By Indian Regulations officers must have passed the lower standard in Hindustani before they are eligible for the appointment of aide-de-camp in India, even on probation. This rule is equally applicable to officers belonging to regiments not in India who may be selected for such appointments, as to officers of British regiments serving in India, and of the Indian Army.



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lery, the commanding Royal Engineer, the principal Medical Officer, and the chief Ordnance officer, respectively. They will, as a rule, deal with the chief staff officer on all minor points, but they can refer on all such questions as they may deem to be of sufficient importance direct to the general officer commanding.

225. The brigade-major, under the orders of the general officer commanding the brigade, issues brigade orders, keeps and regulates the roster of the brigade duties, and inspects all the guards, outposts, and piquets furnished by the brigade.

Duties of  
brigade-  
major.

226. The military secretary, the assistant military secretary, or the assistant military secretary and aide-de-camp, is the confidential staff officer of the general officer to whom he is attached. He is the channel of communication on all subjects connected with promotion and, generally, on such others as do not fall within the province of the adjutant-general's department.

Duties of  
military  
secretary.

227. The staff officer for instruction is to conduct practical classes in applied tactics and field fortification, reconnaissance, military sketching, and map reading. He is to take charge of war games, to manage tactical societies, and to arrange for lectures on military subjects. He is also available for general staff duties.

Duties of  
staff officer  
for instruction.

228. Staff officers will observe the provisions of paragraph 163, relating to the "Official Secrets Act, 1889."

Official  
Secrets Act.

### Artillery and Engineer Duties.

229. Before the preparation of the annual estimates, the deputy adjutant-general, Royal Engineers, will draw out a detailed statement of the proposed general distribution of the corps for the inspector-general of fortifications, who will submit it, with such amendments as he may desire, for the consideration of the commander-in-chief.

Distribution  
of R.E.

230. Subject to the supervision of the inspecting officers of artillery and the inspector-general of fortifications respectively, and the responsibility of those officers for the efficiency and discipline of their corps, the following special duties and responsibilities devolve upon the respective commanding officers of those corps in districts or stations:—

Duties of  
C.R.A. and  
C.R.E.

a. The officer commanding the Royal Artillery is responsible to the general officer commanding for the care and preservation in a state of efficiency of the armaments in fortresses, and of all guns, ammunition, and artillery *matériel* in charge of the officers and men under his orders. He will put forward in the prescribed manner requisitions for keeping these armaments and stores up to the regulated proportions.

C.R.A.

b. Under the instructions of the general or other officer commanding, the district commanding Royal Engineer of a command at home or abroad, supervises and controls the engineer services, as laid down in the Regulations for Engineer Services. He is charged with the effective distribution and inspection of the engineer arm in the command. He inspects all works and buildings, both existing and in progress. He is responsible for the care and due preservation of all stores in his charge. He affords assistance in instructing troops in the construction of field works, and in such other military engineering operations as may be directed.

C.R.E.

231. The officers commanding Royal Artillery and Royal Engineers will act as advisers of the general officer commanding a fortress on all technical matters connected with the artillery armament and with the organisation for the defence of the place.

C.R.A. and  
C.R.E.  
advisers of  
G.O.C.

**Gun drill for infantry.** 232. The officer commanding Royal Artillery will arrange under the orders of the general officer commanding for the instruction in gun exercise of infantry quartered in, or close to, a fortress. Such exercise will be carried out in the works, and with the guns to which the infantry might be told off in war. Infantry who have been so instructed should be paraded, whenever practicable, with the Royal Artillery when the latter are carrying out their "Station" and regimental practice.

## Duties of the Army Service Corps.

**Duties.** 233. The officers of the Army Service Corps are entrusted with the duties connected with the supply of transport, provisions, fuel, light, and supplies of every kind for the use of all branches of the army, and the allotment of barracks and quarters and their equipment, as laid down in the "Regulations for Supply, Transport, and Barrack Services."

## Duties of the Army Medical Staff and Royal Army Medical Corps.

**Duties.** 234. The duties of officers of the Army Medical Staff and Royal Army Medical Corps are defined and laid down in the "Regulations for Army Medical Services," and in the "Standing Orders for the Royal Army Medical Corps." (See also "Hospitals," *dc.*, paras. 1695-1741.)

## Duties of the Army Ordnance Department and Army Ordnance Corps.

235. The Army Ordnance Department provides, inspects, and supplies the army with warlike stores, and on active service holds and supplies clothing and necessaries, as laid down in the Regulations for Army Ordnance Services. At stations abroad, it provides, holds, and issues ordnance stores to the Royal Navy.

**Command.** 236. The Army Ordnance Corps is under the command of a specially appointed officer of the Army Ordnance Department, stationed at Woolwich, who, subject to the general instructions of the director-general of ordnance, administers all matters relating to the interior economy of the corps. In districts and commands the chief ordnance officer is the commanding officer of the Army Ordnance Corps within that command.

**Armourer-serjeants.** 237. The duties of armourer-serjeants are laid down in Part I of the Equipment Regulations.

## Duties of the Army Pay Department.

**Duties.** 238. The duties of officers of the Army Pay Department are defined in the "Financial Instructions in relation to Army Accounts."

**Service abroad.** 239. Embodied in paragraph 1465A.

## Duties of the Army Veterinary Department.

**Control and duties.** 240. The officers of the Army Veterinary Department will be under the general control of the director-general of the Army Veterinary Department. The duties of administrative and executive veterinary officers are defined and laid down in the "Regulations for Army Veterinary Services."

## GARRISON AND REGIMENTAL DUTIES.

## Roster of Duties.

241. For all duties, whether with or without arms, and whether performed by corps or by individuals, the roster is to commence from the senior downwards, but, when practicable, due regard should be paid to the provisions of paragraph 864.

To com-  
mence from  
senior.

242. Duties are classified as :—

- I. Guards—(i) of the Sovereign; (ii) of Members of the Royal Family; (iii) of Viceroys; (iv) of the Captain-general or Governor of a colony; (v), of the Commander-in-chief at home or abroad.
- II. Duties under arms—(i) divisional; (ii) brigade or garrison; (iii) regimental.
- III. Courts-martial—(i) general; (ii) district; (iii) regimental.
- IV. Boards or courts of inquiry—(i) divisional; (ii) brigade; (iii) regimental.
- V. Working parties.
- VI. Fatigues.

Classifi-  
cation  
of duties.

243. When an officer's tour for more than one duty comes round, he is to be detailed for that duty which has the precedence in the classification in paragraph 242. An officer detailed for one duty will, in addition, be detailed for such other duties as in the opinion of the commanding officer he can perform consistently with the proper discharge of the first mentioned duty, whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an "overslaugh" for all other duties which may come to his turn, excepting only such additional duties as he may be required to perform, as above prescribed. Being detailed as "in waiting" does not count as a tour of duty. Officers on duty will attend parades, and perform other incidental duties, so far as these do not interfere with the special duties for which they have been detailed.

Duties, how  
detailed.

244. Attendance at a court-martial the members of which have assembled and been sworn is to reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members are to be considered available for other duties, they are not, however, to quit the station without the authority of the general officer commanding, until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

Courts-  
martial.

245. A corps, detachment, guard, picket, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

Marching off  
parade to  
count a tour.

246. An officer detailed in orders is not to exchange his duty with another without the permission of the authority by whom he was detailed.

Exchange of  
duties.

247. Officers of artillery and engineers are to share in the general duties of the garrison or camp, guards and pickets except in which they take with their own corps only. Commanding officers of artillery and engineers are to be included in the roster, but whenever any garrison duty would interfere with the special professional employments and responsibilities of these officers, the general officer commanding may, at his discretion, exempt them from such duty.

Garrison  
duties of  
artillery and  
engineers.

248. Officers of the Coast Battalion, Royal Engineers, if not employed outside, the ordinary duties of the coast battalion, see

Coast Bat-  
talion, &c.

Duties of  
colonels.

relieved from all garrison and regimental duties except such as relate solely to the personnel of the submarine defence of the port.

249. Colonels will not be included in the field officers' roster, but will have special duties, such as the presidency of general courts-martial, or of boards or courts of inquiry assigned to them.

Lieutenant-  
colonels.

250. Lieutenant-colonels commanding regiments of cavalry, divisions of horse, field, and garrison artillery, sub-districts and battalions of Royal Engineers, and battalions of infantry, will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the general officer commanding considers that, owing to the small number of field officers available, it is not advisable to so exempt them.

Majors.  
Brevet field  
officers.

251. All majors will do garrison duty as field officers. Brevet field officers are to do duty as field officers in camp and garrison, but they are also to perform regimental duties according to their regimental rank. When performing garrison duties as field officers they will be mounted.

## Daily Duties.

Hours for  
reveille, re-  
treat, and  
tattoo.

252. At home stations the hours for "*Reveille*," "*Retreat*," and "*Tattoo*" throughout the year will be :—" *Reveille*," varying from 5 A.M. in summer to 6.30 A.M. in winter : "*Retreat*," at sunset ; "*Tattoo*" ("last post"), at 10 P.M., unless otherwise specially ordered.

In peace.

The time for beating or sounding these calls is to be taken from the guard named in garrison orders or from the station gun. At stations abroad these hours may be varied by general officers commanding, to suit their respective commands. On active service in the field, "*Reveille*" is to be sounded at daybreak, and "*Tattoo*" at such an hour as may be ordered.

On service.

Reveille.

253. Reveille is to be the signal for the troops to rise, and clean and arrange their barrack rooms.

No bugle  
sounds, &c.,  
after tattoo.

254. Between tattoo and reveille no call is to be sounded, or drum beaten, except "lights out," which is to be sounded a quarter of an hour after "last post" of tattoo, and the "alarm," and the fire-alarm or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.

Duties of the  
field officer  
of the day.

255. The field officer of the day is to be present at garrison guard mounting and is to visit all guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the piquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders are to be forwarded by the field officer to the officer commanding the station, together with his own report, in which he is to note any irregularity or unusual occurrence that came under his observation during his tour of duty.

Captain to  
act as field  
officer.

256. In small garrisons, captains are to do the duty of field officer of the day in the same manner in all respects as field officers, except that their being mounted may be dispensed with. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former may be directed to perform a portion of the field officer's duties.

Captain and  
subaltern of  
the day.

257. A captain of the day or week, and a subaltern of the day, will be detailed in each unit to superintend regimental duties and internal economy.

Adjutant of  
the day, &c.

258. An adjutant of the day, and any regimental staff, including bands and drummers, required for garrison duties, are to be furnished from the regiments in garrison according to roster.

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## Guards and Piquets.

**259.** General officers commanding districts and stations are responsible that the number of garrison and regimental guards and piquets, and the men employed thereon, is maintained at the lowest possible limit consistent with local requirements. The daily guards and piquets will mount at the hours the general officer commanding may deem best suited to the climate, and season. When no orders on this subject are issued they will mount at 10 a.m. All guards and armed parties are, before going on duty, to be inspected by the adjutant, or some officer of their corps.

**260.** Commanders of guards are to make themselves acquainted with the orders for their guards, as well as with those for each sentry's post. The standing orders of the guard are to be read and explained to the men as soon as the guard has mounted. Every relief is to be inspected before going out, and on its return.

**261.** Commanders and non-commissioned officers of guards will exercise the greatest vigilance to ensure the efficient performance of all duties and to check irregularities on the part of their guards. Neither officers nor soldiers are to take off any article of clothing or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room will be optional. Officers and soldiers are to be at all times alert and vigilant in the performance of their night duties.

**262.** The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals.

**263.** Commanders are never to quit their guards except to visit their sentries, and will then inform the next in command of their intention and the probable time they will be absent. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be granted only for special purposes.

**264.** All guards are to turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* mounting. The commanders will then carefully inspect them, and ascertain that all the men are present and regular.

**265.** When a fire breaks out or an alarm is raised, all guards are immediately to turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

**266.** Sentries will be relieved every two hours; but at night, in cold or inclement weather they may, at the discretion of the officer commanding, be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night (for instance at 1 a.m.) for each man of the guard.

**267.** Sentries furnished by stable guards will mount with or without arms, at the discretion of the commanding officer.

**268.** In their guard reports, A. F.- B 160, commanders are to mention the hours at which they went their rounds personally, and caused the sentries to be visited, as well as the hours at which their guards were visited by officers on duty, and by "rounds." They are also to send an immediate report to the field officer or captain of the day of any unusual occurrence that may happen on or near their guards. A. F.-- B 160 is specially applicable to guards where prisoners are con-

Guard mounting.

Duties of commanders of guards.

Going rounds.

Guards not to take off clothing.

Vigilance.

Visiting sentries.

Officers and men not to quit their guards.

Reveille, retreat, and tattoo.

Fire or other alarm.

Relief of sentries.

Hot coffee.

Stable guards.

Guard reports.



lined. General officers commanding may at their discretion order manuscript reports, based on the prescribed form, to be rendered by other guards (see paragraph 2156.)

Patrols detached to assist the civil authorities.

269. Patrols detached from a guard or packet to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, are to be armed and provided with ammunition, and when employed in the actual suppression of disturbances are to be under the command of an officer. Ordinary regimental packets or patrols employed in the apprehension of soldiers may be sent out with side arms only.

Inspection of guards on being dismounted.

270. All guards are on dismounting to be marched to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men, after this inspection, are to be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal.

Young officers to be supernumeraries on guard.

271. Young officers are to be placed on guard with senior officers as supernumeraries for instruction, and no officer is to be placed in command of a guard until he is acquainted with the duties of that position.

Commander responsible for stores, &c.

272. All stores and furniture (including watch coats) in charge of a guard are to be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will in his report note the condition of each article when taken over.

## Duties in Aid of the Civil Power.

Calling out of troops to be reported.

273. When troops are called out in aid of the civil power at home, the general officer commanding the district, or the officer commanding the station to which application is made for assistance, is immediately to report the fact by telegraph to the War Office. The officer commanding the party will report daily in writing to the War Office, as well as to the officer commanding the station from which he has been detached, the progress of the service on which he is employed.

Magistrate's requisition in case of riots or expected riots.

274. Except in cases of great and sudden emergency (as explained in paragraph 29), no officer will order out or take out troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, or to assist the civil power in case of an expected riot, without the requisition in writing, or by telegram, of a chief constable or magistrate or sheriff in Scotland or Ireland, having jurisdiction in the place where the services of the troops are required. In the cases of boroughs and cities the requisition will be made by the mayor or chief magistrate, and not by any other magistrate, except in an emergency, but in Ireland the requisition may be made by Justice of the Peace, resident magistrates, the chief and assistant commissioners of the Dublin Metropolitan Police and officers of the Royal Irish Constabulary, where, however, a resident magistrate makes a requisition, it is to be sent to the officer commanding the troops through the office of the city, town, county, or district inspector of police. The military authorities will arrange for the despatch of troops, and inform the civil officer who requisitioned them of their numbers and the time they may be expected to reach their destination. The responsibility for deciding as to the strength and composition of the force detailed rests with the valid authority.

If the civil officer mentions them, it will only be as a guide to aid in estimating the force required.

**275.** The chief constable of a county or riding, or the Watch Committee in the case of a borough or city, &c., is the civil authority to whom the officer commanding the troops will look to make arrangements for accommodation, food, and other immediate requirements, and for meeting the troops at the station, or conducting them to the place where their assistance is required.

Civil authority will supply accommodation, &c.

**276.** The chief constable will also arrange that a magistrate shall meet the troops either at the station, or at some place on the way to the scene of the riot, or apprehended riot, and in the event of the troops being divided so as to act in different places, one magistrate will accompany each division of the troops; but in any case where there are more magistrates than one present, one only will act with the officer commanding.

Magistrate to be present with troops.

**277.** The officer commanding will consult with the magistrate and with the senior police officer present, and decide as to the disposition of the troops.

Disposition of troops.

**278.** The officer commanding is to move the troops to the place to which he may be directed by the magistrate in regular military order, with the usual precautions. He will not permit the troops to be scattered, detached, or posted in a situation where they would not be able to act in their own defence. The magistrate is to accompany the troops, and remain as near the officer in command as he can.

Movement of the troops and position of the magistrate.

**279.** In the event of the disturbance amounting to a riot, if the magistrate and troops are both present, it will be the duty of the magistrate, if circumstances permit it, and it has not already been done, to read or cause to be read the "Proclamation" under the "Riot Act," and to call upon everybody present to assist him in the suppression of the riot.

Proclamation under the Riot Act.

**280.** The reading of the "Proclamation" under the "Riot Act" is important, both as conveying a distinct warning to the crowd, and as involving the legal consequence that those who do not disperse within one hour are guilty of felony; but it must be understood that to justify the exercise of military force in the prevention of serious outrage and damage to persons or property, it is not necessary to wait for the Proclamation to be read, much less to wait till one hour has expired after it has been read.

Importance of Proclamation under Riot Act.

Proclamation not necessary in cases of emergency.

**281.** If the magistrate comes to the conclusion that the police are unable to cope with the riot, and that the necessity of the case demands the interference of the troops by action, then, whether the "Proclamation" has been read or not, it is his duty at once to request the officer commanding the troops "to take action." This request should be made distinctly, and, if possible, in writing, although if given by word of mouth it will be sufficient.

Magistrate will request O.C. "to take action."

**282.** When so requested "to take action" it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case.

Duties of O.C. when requested "to take action"  
Responsibility of Magistrate and officer.

**283.** If the officer thinks it unnecessary to take immediate action it is not obligatory upon him to do so, nor is he to continue any action longer than he thinks necessary.

Officer has full discretionary power

## Working Parties.

66

Commands to be given by the officer.

284. All commands to the troops are to be given by the officer. The troops are not, on any account, to fire except by word of command of their officer, who, if it becomes necessary to order the troops to fire, is to exercise a humane discretion in deciding both the number of rounds and the object to be aimed at.

Warning that fire of troops will be effective.

285. Officers commanding troops are, on every occasion when employed in the suppression of riots or the enforcement of the law, to take the most effectual means, in conjunction with the magistrates, for explaining beforehand to the people that, in the event of the troops being ordered to fire, their fire will be effective.

Detachments, how told off.

286. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files, the detachment will be told off into more sections than four.

Firing by files or sections.

287. If the commanding officer is of opinion that a slight effort will attain the object, he is to give the command to one or two specified files to fire. If a greater effort is required, he is to give the command to one of the sections to fire. The fire of each of the other sections, if required, will only be given on the regular word of command of the commanding officer.

Where there are more officers than one.

288. If there are more officers than one with the detachment, and it is necessary for more sections than one to fire at a time, the commanding officer will clearly indicate to the troops, what officer is to order any of the sections to fire. No person, except the officer indicated by the commanding officer, is to give orders to any file or section to fire.

Serious nature of the duty.

289. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

Instructions as to firing.

290. Care is to be taken not to fire upon persons separated from the crowd. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of warning the less daring, and even the innocent.

Magistrate and troops to remain on account of riot.

291. The magistrate and the troops will both remain at the place of disturbance, until it is decided by the magistrate and the officer commanding that they can withdraw with safety.

General powers of military in cases of immediate and pressing danger.

292. The statement above given of the duties of the troops refers to the normal case in which the military are present in consequence of an application made by the civil authorities, and the occasions when an officer would be justified in taking action without having received such an application are very rare. It is, however, possible for extraordinary cases to arise of immediate and pressing danger when violent crimes are being or are likely to be committed which, in the opinion of the officer, demand his immediate interference. In these circumstances the officer should take such action as he thinks necessary, although he has received no direction from a magistrate, whether the absence of such direction is due to a magistrate not being present, or to any other cause.

Requisition of governors of convict establishments.

293. Commanding officers of stations and corps are, on the requisition of governors of convict establishments, to afford assistance in aid of the civil guard, in cases of emergency such as a disturbance on the part of the convicts to mutiny. Reports of the demand of the governor and of the completion of the service are to be immediately made to the War Office.

### Working and Fatigue Parties.

Working parties.

294. General officers commanding districts and stations are responsible that the number of garrison and regimental working



and fatigue parties, and the men employed thereon, is reduced to the lowest possible limits consistent with local and climatic requirements.

Except by the express sanction of the general or other officer commanding the district or station, no garrison or regimental working parties and fatigues will be detailed in temperate climates between the breakfast and dinner hours, which will be kept free for regimental instruction. Soldiers are liable to be employed on working or fatigue parties whenever the public service requires it. On service in the field, soldiers are liable to be employed without working pay on every kind of labour. The horse artillery, artillery riding establishment, and cavalry, are not called upon to furnish working parties unless the exigencies of the service require it. Artillery soldiers are liable to be employed upon all the duties of artillerymen, without working pay, except in the cases provided for in the Royal Warrant for Pay, &c. The regulations provide for working pay in certain cases, but it is not granted for instructional work or for fatigues.

295. The duties to be classed as fatigues will be defined from time to time at each station by an order issued, with the approval of the Secretary of State for War, by the general officer commanding. Among them will be the following:—Fire-piquet; cleaning yards, guard rooms and hospitals; filling carts with coal; carrying coal for staff or departmental officers, or for guards; sweeping barrack squares; rolling roads; weeding; moving furniture from barracks or from storehouses to barracks; changing furniture in guard-rooms; loading or unloading carts with stores for the garrison; the construction and demolition of field works by soldiers under instruction; the levelling of ground, and opening up and making communications in and about camps or quarters; the maintenance of drill grounds, military roads, and of fences for cavalry, and rifle ranges.

Duties  
classed  
as fatigues.

296. Officers commanding units are not to furnish working parties except upon the requisition of the head of the department concerned, on A. F.—B 156, and with the approval of the general officer commanding.

Requisition  
for working  
parties.

297. On field service, working parties should be detailed by companies, battalions, brigades, and divisions, as required, and they should not be formed of detachments from different companies and corps. The officers should be with their own companies or units. The officers and non-commissioned officers of the working parties will be responsible for the amount of work done, the duty of the engineers being to see that the labour is properly applied, and of the superintending officer to see that the work is properly performed. In carrying out large works the execution of a separate portion of the work should be confided to each unit.

How to be  
detailed.

Superintend-  
ing officer.

298. When heavy guns or the material appertaining to them are to be moved, the head of the department, before applying for a working party, will confer with the officer commanding the Royal Artillery as to the number of officers who will be required to superintend.

Moving  
heavy guns.

299. When submarine mining operations, submarine mining practice, instruction in military engineering, or other instruction or work is carried on, the officer of the Royal Engineers deputed by the commanding Royal Engineer to superintend will have charge of the work. Officers of other corps taking part in any of the above operations, instruction, or work will be informed by the officer thus deputed (notwithstanding that they may be senior to him, as to the work to be done and will give the necessary orders to their men.

Officer of  
R. E. to have  
charge of  
instruction in  
military  
engineering,  
&c.

(Q.R.)

x 2

Liability  
of non-com-  
missioned  
officers.

300. Staff sergeants who are not regimental artificers, when employed on working parties, are to be exempt from manual labour, except such as is necessary for their duties as superintendents. All other non-commissioned officers and men are liable to be required to work at their crafts. Sergeants, corporals, and second corporals of Royal Engineers, for whom there is suitable employment at their crafts or in superintending working parties, will not, except in cases of emergency, be required to work as labourers. Sergeants and corporals of infantry required to complete the number of superintending non-commissioned officers will not be ordinarily employed at manual labour.

Superintend-  
ing N.C.O.

301. It is the duty of the superintending non-commissioned officer to see that the work is properly performed by the working party in his charge, and, if the party be employed on piecework, to keep an accurate account of the work done by each man, with a view to the apportionment among the working party of the amount earned.

Meals.

302. The meals of the working parties should be so arranged as to prevent loss of time, and when the distance of the works from the quarters of the party exceeds one mile, the meals should be sent to the works.

### DUTIES IN REGARD TO BARRACKS.

#### Inspection of Barracks and Assessment of Damages.

The inspection of barracks will be conducted as follows —

#### *Regimental Inspections.*

Officer's  
daily  
inspection.

303. An officer on duty is to visit the barrack-rooms every morning, to see that they are clean, that the instructions contained in paragraphs 327, 328, 333, and 334 have been observed, and that the gas taps have been properly turned off.

Periodical  
inspections.

304. During the first week of every month the officer commanding the troops occupying a barrack or an officer (if possible not under the rank of captain, deputed by him) will make an inspection of the buildings, stores, and bedding in possession of the troops. He will note any repairs to be made, and stores to be replaced, and see that the number of the different articles of bedding agrees with the number shown in the regimental bedding book. This inspection will be unnecessary in any month in which the periodical inspection is made by the officer in charge of barracks and the Royal Engineers. All articles should be laid out in the barrack-rooms for inspection in the order in which they are detailed on the inventory boards. After these monthly inspections commanding officers will forward a requisition, on A. F. F. 765, for all articles required to be replaced or exchanged.

#### *Medical Inspections.*

Medical  
inspection

305. A medical officer is to inspect the whole of the barracks, including the married quarters, at least once a week, to see that they are in proper sanitary condition. He will report to the commanding officer if they are not kept in a proper state of cleanliness.

Periodical  
sanitary  
inspection.

306. The principal medical officer will submit to the general officer commanding the district proposed for his periodical sanitary inspection of barracks and the dates, when approved, will be published in District Orders. The inspection will be attended by —

1) an officer, not below the rank of captain, to represent the officer commanding the station; (2) a representative of the commanding Royal Engineer; (3) the medical officer; (4) the quartermaster.

*Royal Engineer Inspections.*

**807.** An officer of Royal Engineers, or a member of the staff for Quarterly. engineer services, will inspect the barracks quarterly with reference to any repairs that may be required. The quartermaster of the unit concerned will attend the inspection.

**808.** The sub-district commanding Royal Engineer will inspect Yearly. the barracks annually and will furnish a report thereon to the general officer commanding, calling special attention to the sanitary condition of the barrack and accessories. The officer commanding the troops in each barracks will detail an officer, not below the rank of captain if available, to attend the inspection.

*Army Service Corps Inspections.*

**809.** The officer in charge of barracks will make an annual Yearly. inspection of stores in possession of troops in barracks at each station where a transfer of the expense store charge has not already taken place. The quartermaster of the unit concerned will attend the inspection.

*Marching-in and Marching-out Inspections.*

**810.** To save time and labour these inspections will, whenever possible, be combined.

**811.** Commanding officers of units will, in conjunction with an Taking over officer of the Royal Engineers and the officer in charge of barracks, barracks. cause all buildings, fixtures, and furniture, allotted for the use of troops, to be inspected (if possible before the arrival of the troops) in order to ascertain their condition. This inspection is to be carried out by an officer not below the rank of captain, or by the quartermaster, of the unit concerned. The troops then become responsible for the buildings, &c., handed over.

**812.** A party of two officers, four non-commissioned officers, and twelve rank and file is sufficient to take over barracks for a regi- Detach- ment to take and give over. ment or battalion, and these numbers are not to be exceeded. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to give over barracks.

**813.** An officer taking over barracks on behalf of a unit will, in proof that the articles enumerated thereon are correct, initial and date each inventory (see paragraph 326) before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not be prevented from initialing the inventories. Officer taking over barracks.

**814.** As soon as possible after marching in, the officer command- Certificate of possession after march- ing in. ing the unit will sign a certificate, in duplicate, on A. F. (G) 1062, acknowledging that his unit is in possession of the rooms or quarters specified therein, together with the equipment shown in the inventory in each room, and in the bedding books.

**815.** When troops are ordered to quit or hand over a barrack Notice of movements to be given. the officer in command at the station will give the engineer officer and the officer in charge of barracks the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection.

**816.** At the marching-out inspection of a barrack an experienced Marching-out inspection. officer, a captain if possible, or the quartermaster, is to be detailed, to accompany the engineer officer and the officer in charge of

barracks in going over the whole of the barracks, and in assessing the damages. Before leaving each room or quarter, the officer will attest by his signature in the note books of the engineer officer and officer in charge of barracks, the correctness of the damages or deficiencies noted therein, or object on the spot to any charge against which he wishes to appeal.

*General Instructions.*

Locked  
premises.

317. The keys of any locked buildings or places are to be in readiness, and produced, if necessary, by the persons in charge of them.

Attendance  
of officers.

318. Officers commanding squadrons, batteries, and companies, will, when practicable, attend the inspection of their own barrack rooms and stables. A medical officer will attend the inspection of the hospital. The riding master will attend at the riding school, and the veterinary officer at the infirmary. These officers will attest by their signatures in the note-book of the officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The officer in charge of barracks will also initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned to the barrack store, a regimental officer will attend.

Notice of  
appeals.

319. The receipt of periodical and marching-out inspection reports will be immediately acknowledged by commanding officers and paymasters by letter to the officer from whom they are received. Commanding officers will then forthwith give written notice to the commanding Royal Engineer, or officer in charge of barracks, of the items against which they intend to appeal. In the event of the charges being maintained by the authority assessing, and of the general officer commanding being unable to decide the case (which may, if necessary, be investigated by a garrison board), the appeal, with all necessary explanations, will be forwarded to the War Office. Pending the consideration of the appeal the amount assessed is to be charged against the troops.

Assessments  
to be pub-  
lished in  
orders.

320. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals, and termed "personal charges." All accounts not traceable to individuals will be separated as "general charges" and shared among the troops. The amounts assessed as "personal charges" and "general charges" against each company, &c., will be published in regimental orders.

Charges for  
cleaning  
rooms and  
passages.

321. As a rule, no charges will be made against the troops for washing rooms or passages unless neglect is apparent, or well grounded complaints are made by the troops marching in of the building having been left in a dirty state. Such cases should be immediately reported by commanding officers to the general officer commanding.

Cricket-  
grounds and  
base-courts.

322. Cricket grounds and places of outdoor recreation form parts of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages (see paragraph 321).

Officers  
in charge of  
rooms.

323. Non-commissioned officers in charge of rooms are to take every opportunity of observing whether all articles of public property remain in a neat and undamaged state, and they are to bring to notice at once any losses or damages so that responsibility may be fixed upon the individuals liable. Cases are rare in which it is proper to make a general charge for bedding lost or damaged.

### Appropriation and Equipment.

**324.** The appropriation of each building, &c., will be lettered on the door in agreement with the particulars given in A. F.—K 1294. Appropriation, &c.

**325.** The appropriation of each room and the number of fuel units allowed will be recorded on A. F.—K 1251, a completed copy of which will be given by the officer in charge of barracks to the officer commanding the troops. No alteration of the appropriation as therein recorded is to be made except in the manner described in paragraph 359.

**326.** The schedules of barrack furniture issued with Army Orders show the articles of furniture (not fixtures) and utensils allowed for the troops. Commanding officers are to make themselves acquainted with the particulars of barrack equipment, and in making requisitions are to avoid exceeding the authorized quantities. Schedules of barrack furniture.  
Requisition for stores.

**328.** In order that there may be no misunderstanding as to the articles for which the troops are accountable, inventories of barrack furniture and utensils are to be made out and signed by the officer in charge of barracks, and of fixtures by the Royal Engineers. These inventories are to be pasted on separate boards, and placed in each room or building to which they relate. They will not be altered by the troops, and are to be kept in good order. Inventories.

**327.** When straw bedding is in use the pailasse is, during the day, to be rolled up, and the blankets (except one to sit upon) and sheets neatly folded and laid on the top, and the whole bound round the centre by a strap. When rolled up, the bedding is to be two inches from the head of the bedstead. Straw bedding.

**328.** Where coir bedding is in use the bedstead and bedding will be arranged to form a seat during the day. The foot of the bedstead is to be doubled back or run in. An old blanket will be folded so as to cover the body of the bedstead. The sheets and two blankets (one in summer) will be folded over the bolster, which will be placed at the angle between the body and head of the bedstead. The sections of the mattress will be folded, two in one blanket, the third in another. Two will be laid diagonally on the sheets and blankets, so as to form a back rest, the third section being placed flat on the bedstead to serve as a seat. Coir bedding.

**329.** The equipment of rooms will not be altered or displaced by the troops, except temporarily, for airing and cleaning. To clean the windows of barrack-rooms, the sash-heads are not to be removed. Removal of furniture.  
Window-cleaning.

**330.** No alterations or additions are to be made to rooms or buildings by any officer or soldier; nor are temporary buildings, huts, or stands to be erected on any barrack property without authority from the War Office. A similar authority is to be obtained when it is desired to put up a stage, and such an erection is not to be taken into use until it has been passed, especially with reference to precautions against risk of fire, by the commanding Royal Engineer. Any person who makes an unauthorized alteration in the gas or water fittings or interior arrangement of any building allotted for the use of troops, will be liable to pay for any excess of gas or water consumed and for the expense of replacing the fittings as they originally stood. Private alterations or addition.

**331.** Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, as regards their security, under the charge of the commanding officer, who will furnish such protection for them as he may consider necessary. Protection of unoccupied buildings.



Temporary  
use of avail-  
able accom-  
modation.

332. The general officer commanding may sanction the temporary use of vacant accommodation for army purposes—(1) when no expense to the public is involved, and (2) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed in paragraph 362 (v) to (vi).

#### Sanitation.

Bedsteads  
and beds.

333. If the size of a room will admit of it, the bedsteads are not to be placed less than six inches from any part of the wall. The bedding is to be left exposed to the air for an hour every morning. In fine weather the beds and bedding are to be removed from the barrack rooms as often as practicable, to be aired.

Ventilation.

334. As soon as the men have risen, the windows of every barrack room are to be opened sufficiently to allow of free ventilation, and are to be kept open during the day as far as the weather and season admit.

Washing  
floors and  
forms.

335. The floors in barracks should be washed only once a week, and then early in the morning, so that they may have the whole day to dry. To avoid unnecessary soaking of the floor and damage to the floor and to the ceiling of the room below, as little water as possible is to be used. Water should not be swilled over the floor. The washing may be altogether omitted on damp days. On intermediate days the floors are to be dry scrubbed.

Washing of  
clothes.

336. Washing and mending clothes, or any work which tends to prevent cleanliness, is not to be allowed in the sleeping rooms.

Cleaning of  
tanks and  
cisterns.

337. The officer commanding the troops using tanks and cisterns, where a cessible, by the troops themselves.

Fatigue  
duties of  
troops.

338. The cleaning of surface drains and catch-pits and the flushing of latrines, where skilled labour is not required, will be performed by fatigue parties detailed by the troops.

Sanitary  
arrange-  
ments.

339. Attention should be paid at all times, and especially during the prevalence of epidemic disease, to the state of the latrines and urinals, and to the collecting of ashbins. Commanding officers will issue special orders that no improper articles are thrown into them or into the drains.

Responsi-  
bility of  
quarter-  
master for  
water supply  
duties.

340. As soon as troops enter into occupation of a barrack the quartermaster will make himself acquainted with the arrangements for water supply, and with the positions of all flushing tanks, manholes, gullies, traps, &c., connected with the drainage system, and he will be responsible to the commanding officer that the duties in regard to them laid down in the 'Regulations for Quartermaster Services'—Drainage Section—are performed with regularity by the troops. (See paragraphs 299 and 400.)

Animals  
prohibited.

341. Cows, pigs, goats, poultry, &c., are not to be kept, nor are horses and dogs to be allowed to run loose, within the boundaries of barracks or hospitals. Immediate attention is to be paid by commanding officers to any report made by the officer in charge of barracks of an infringement of this order.

Yards and  
parades to  
be kept  
clean.

342. When barracks are occupied, the yards and parades are to be kept in order by the troops. An accumulation of snow on the roof of any building, occupied or not, is to be removed by the troops under the supervision of the Royal Engineers. Commanding officers are to furnish fatigue parties for these duties. The same rule applies to unoccupied buildings referred to in paragraph 331.

## Precautions against Fire.

**843.** When chimneys are to be swept, a warrant officer or trust-worthy non-commissioned officer is to be present, and he will personally see that each chimney is thoroughly swept. When the sweeping is done by contract, the quartermaster will ascertain that the whole service contracted for has been satisfactorily executed before he furnishes a certificate on A. F.—F 770. Sweeping chimneys.

**844.** In all barracks and stations where mineral or explosive oils are kept for sale in institutes, or for public or private use, a board must be assembled to decide, according to the provisions of the Petroleum Acts in force, or local enactments and local circumstances, what quantity may safely be kept in store, the place in which it is to be kept, and the regulations under which it may be issued. When practicable, an officer of Royal Engineers and one of Royal Artillery should be members of this board. The proceedings will be submitted for the approval and remarks of the general officer commanding, who will cause periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations, it will be necessary to guard against the oil being stored in places to which men could have access after dark, and to direct that no lights be taken into the store at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue must be such as to ensure that the utmost precautions are used to avoid danger from fire. Storage of explosive oil.

**845.** Commanding officers will see that the instructions as to the management of mineral oil lamps (A. F. -K 1289, which will be supplied by officers in charge of barracks) are hung up in every building where these lamps are used. Mineral oil lamps.

**846.** Commanding officers will use all possible means to prevent accidents by fire. Lights are permitted in sergeants' messes up to 11 o'clock p.m. No lights or freshly made up fires are to be allowed in barrack-rooms or buildings occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables (and in recreation-rooms, as provided for in paragraph 1026)—later than a quarter of an hour after the last post at “tattoo,” at which time an officer is to visit the barracks to see that this order is obeyed. Non-commissioned officers in charge of rooms are to see that no live cinders are left in coal-scuttles or boxes. Candles are on no account to be taken into the stables or forage or straw stores, except in proper lanterns (see also paragraph 1002). Soldiers are to be cautioned against smoking in buildings or tents where there is loose straw. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point. The draping of mantel-boards or mantel-pieces in Government quarters is prohibited. Fireworks or bonfires in barracks or camps are prohibited. Precautions against fire.

**847.** In the barracks of a mounted unit, before the “dismiss” is sounded, the orderly officer is to see that all the stable buckets are filled with water and left in the most accessible spot; and a note showing that he performed this duty is to be made in his report. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas taps are turned off, and that there is nothing which might lead to an outbreak of fire. The raking out of a fire on to the hearthstone should be avoided.



Towards the time for "Lights out" in the case of occupied buildings, other than hospitals and guard houses, on the time for closing in the case of barracks, a special effort should be made to see that all fires should be allowed to die down, as far as possible, and not be freshly made up. The live coals then remaining in a grate or stove will usually burn out without danger. A duplicate master key of all gas stopcocks will be kept in the guard room to enable the gas to be promptly turned off from any building in case of fire.

Fire-piquet.

348. Immediately after troops enter upon the occupation of any barracks, the commanding officer is to appoint a steady non-commissioned officer and a party of men as a "Fire-Piquet." These men are to make themselves acquainted with the sources from which the fire engine can be supplied with water, the mode of adjusting the hose and of working the engine. The non-commissioned officer is to superintend, with the assistance of the fire-piquet, the exercise of the fire engine, and the fatigue-parties granted for this purpose are to be under his orders.

Care of fire engines, &c.

349. To ensure that the fire engines and hose are always ready, commanding officers will see that the engines are kept clean and the hose properly lubed, and will cause each engine to be tested monthly, fresh water being used for the purpose. The whole of the hose is to be attached to the engine or standpipes and tested, and the hydrant boxes are to be examined and cleared of all stones or dirt, should any repair to either engine or hose be necessary, notice will be at once sent to the officer in charge of barracks. After it has been used, each length of hose will be hung up by the middle to dry, ends downward.

Keys for water supply

350. Four keys, each of which fits every hydrant and stopcock on the water mains, are provided for each barracks, and will be distributed as follows: one in the charge of the Royal Engineers, one in the charge of the Army Service Corps, one kept in the fire engine house, and one in the guard room. Notice boards should be put up in all barracks, showing where these keys and the key of the engine house will always be found.

Alarm of fire.

351. In the event of any unusual appearance of fire or light in barracks or other buildings, an immediate alarm is to be given. The fire piquet is forthwith to assemble, and any men belonging to it who may be on guard or duty are, if possible, to be relieved in order to join it.

Practice with fire engines

352. General officers commanding should frame local regulations, defining the duties and distribution of the troops in the event of fire breaking out either within the barracks or in their neighbourhood. The troops should be frequently practised by day, and occasionally by night, in turning out without notice, and concentrating upon any given spot with the fire engines and apparatus. In which but circumstances should be taken that the fire screens and fire apparatus are distributed at convenient spots, and that they are always ready.

Gas escape.

353. If an escape of gas occurs in barracks the lights are to be turned off immediately and the upper windows of the windows opened. Particular care is to be taken that no light of any kind is brought into the vicinity. The alarm is to be given of barracks, or his representative, is to be at once attended, and an immediate request to the officer in charge of the Royal Engineers, for the assistance of the fire engine, and the gas pipes, from the escape was to be kept open and kept closed. Not only the officers in charge of troops are responsible that at "Lights out" the gas taps are properly turned off, both in the rooms and passages, and also that the burners are not tampered with. Commanding

officers will see that these precautions are attended to, and will send to the general officer commanding a monthly certificate showing that these regulations have been carried out.

**354.** Whenever a fire or other occurrence involving the destruction of public property takes place in any barrack building at home or abroad, a garrison board of officers (to include a Royal Engineer officer and the officer in charge of barracks, if available at the station) is to be immediately assembled to investigate the cause of it. Board to assemble after fire or accident.

The board will record an opinion as to how the fire or other incident originated, and as to whether it was purely accidental, or if not, upon whom liability rests. The report will be accompanied by a list of any public stores damaged or destroyed, a statement of the loss involved, and a separate estimate from the commanding Royal Engineer of the cost of structural repairs. The report will be sent to the general or other officer commanding, who, when either the loss or the cost of structural repairs does not exceed £10, will deal with such case in the principles laid down in paragraph 341; but if the amount in either case exceeds £10, will transmit such case to the War Office with his recommendation as to whether the expenses should be borne by the public, or, in the event of negligence having been shown, what amount should be charged against the troops or individuals. When a fire of an extensive nature occurs, causing loss of accommodation in a barrack, an immediate report is to be made to the War Office stating the number of troops or horses displaced and how they will be temporarily accommodated.

**355.** No fire insurance of private property in barracks is to be effected by a non-commissioned officer or soldier without the knowledge of his commanding officer. Fire insurance in barracks.

#### Re-appropriations, Sites for Buildings, and New Buildings.

**356.** The board to be assembled to report on re-appropriations, vacant sites for buildings, or on new buildings, will consist of (1) a general officer or a permanent staff officer; (2) a regimental officer; (3) one or more departmental officers, according to the matter to be considered; (4) the engineer officer; (5) the officer in charge of barracks. The officer at (2) will not be required if a regimental board is appointed.

**357.** The proceedings of the board will be referred for the records of the head of department concerned to the War Office.

**358.** In cases of re-appropriation, alterations, &c., of barracks, the commanding officer, except in a special case, will not be required to submit a report to the War Office, but the board will submit a report, including the reasons for the other officers' recommendations, to the War Office.

**359.** It will be the duty of all commanding and heads of departments, to bring to notice any re-appropriation which, in their opinion, would be advantageous to the service. Any proposal for the re-appropriation of barracks must be first approved by the commanding officer of the barracks. The proposal will be transmitted to the officer in charge of barracks for transmission to the general officer commanding. Should the latter transmit the proposal to the War Office, the War Office will be informed of the re-appropriation by the War Office, and the War Office will be informed of the re-appropriation by the War Office.

**360.** The proposals of the board, if approved, will be referred to the War Office, and the War Office will be informed of the re-appropriation by the War Office. The proposals of the board, if approved, will be referred to the War Office, and the War Office will be informed of the re-appropriation by the War Office.

**361.** The proposals will be forwarded to the War Office, and the War Office will be informed of the re-appropriation by the War Office. The proposals will be forwarded to the War Office, and the War Office will be informed of the re-appropriation by the War Office.

Minor re-appropriations.

362. Subject to the following conditions minor re-appropriations may be sanctioned by the general officer commanding, details of the change being at once transmitted to the War Office—

- (i.) Full information is to be first obtained on A. F. K. 1318.
- (ii.) No accommodation of an unusual kind or size is to be given.
- (iii.) Neither barrack room, hospital ward, nor stabling accommodation is to be reduced.
- (iv.) No space assigned to mobilization stores is to be taken.
- (v.) The cost of the engineer services involved is not to exceed £100, the funds to be provided locally.
- (vi.) No increase, actual or probable, in lodging or other allowances is to be incurred beyond a total of £20 a year.
- (vii.) No special or unauthorized issues of furniture or equipment are to be involved.

Funds available.

363. Except in cases of special urgency which could not have been foreseen, proposals for re-appropriations for which funds cannot be provided locally, and which cannot be carried out until funds are available, will only be put forward with the annual estimates.

Sites for buildings.

364. Whenever it is proposed to construct buildings either for the use of troops, or upon land appropriated for their use, the sub-district commanding Royal Engineer will forward a plan of the site he suggests with a memorandum of the reasons which led to its selection, to the general officer commanding, who will refer both to a board, or deal with minor cases not affecting quarters under paragraph 358. When the commanding Royal Engineer is not a member of the board, the proceedings will be forwarded for his observations. The selection of the site will be submitted to the War Office for approval, except in the case of sites for temporary and removable buildings (not being in or near works of defence, or army or finance, or submarine mining establishments), which will be approved by the general officer commanding plans of the sites approved being afterwards sent to the War Office.

New buildings, completion of

365. When the completion of new or reconstructed barrack buildings is reported by the Royal Engineers, the general officer commanding will either assemble a board under paragraph 356, or call for an opinion under paragraph 358. Any recommendations for alterations or alterations to the buildings will be referred to the commanding Royal Engineer for his report and an estimate. When satisfied that all is correct, the general officer commanding will give authority for handing over the buildings, reporting his action to the War Office.

Details of new accommodation.

366. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement, on A. F. K. 1251, of the particulars of the accommodation reported upon. This statement will be prepared by the commanding Royal Engineer, the recapitulation at the end (or on A. F. K. 1252) being added by the officer in charge of barracks. It will be noted by the officer in charge of barracks before being forwarded to the War Office.

Report unnecessary.

367. No report will be made to the War Office of the completion of approved re-appropriations or of alterations of a minor character not affecting the accommodation return.

## Allotment of Quarters.

### General Instructions.

Applications for quarters

368. Applications for quarters will be sent to the officer in charge of barracks, who will assign them.

Accommodation to which officers and others are entitled

369. The accommodation in public quarters to which officers and others are entitled is shown in the following table, but special exigencies may render it necessary to add quarters of a

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extent. The scale will be subject to the modification mentioned in paragraphs 375, 380, 382, 390, 394 and 395, and to any analogous modification made on the authority of the general officer commanding.

Class for Allowances, as laid down by the Allowance Regulations.	No. of rooms to be allotted.		Class for Allowances, as laid down by the Allowance Regulations.	No. of rooms to be allotted.	
	Personal.	Servants, &c.		Personal.	Servants, &c.
1		Special.	12	1	1
2		Special.	13	2	1
3	7 <sup>o</sup>	2 <sup>o</sup>	14	1	1
4	6	2	15	2	1
5	5	1	16	married 2	
6	4	2		unmarried 1	
7	5	1	17	1	
8	4	2	18	1	
9	4	1	19	on mar- 1	
10	2	1	20	ried roll	
11	3	1			

\* But special when in command of a district.

### Officers.

370. Officers' claims to choice of quarters within the classes specified in paragraph 369 will be governed by the precedence to which they are entitled under these regulations. Choice of quarters.

371. When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank, viz :—A commanding officer of a regiment or battalion, &c., is not to be dispossessed by a commanding officer (to include lieutenant-colonels of artillery); a field officer by a field officer; a captain by a captain; or a subaltern by a subaltern; but a captain may claim priority over a subaltern, even if the subaltern is in previous possession of the better quarter.

372. Quarters for staff and departmental officers will, as a rule, be specially appropriated, but where unoccupied accommodation exists, and is likely to continue available, such officers will (unless excepted by authority from the general officer commanding) be allotted quarters. Scale of accommodation.

373. No officer has a right to a quarter which he does not occupy; except (1) a commanding officer in lodgings, who may have a room in barracks, if he does not thereby exclude another officer; (2) married officers not drawing lodging money who are permitted to reside out of barracks. Unoccupied quarters.

374. Soldier servants are not to sleep in the servants' rooms attached to officers' quarters (Classes 12 and 14), nor are they to keep their arms and accoutrements therein. Servants' rooms.

375. The following special variations in the scale in paragraph 369 will be made: Variation in scale.

(i.) A mounted staff or departmental officer will be allowed an additional room for his groom.

(ii.) A captain or lieutenant of the Royal Engineers or the Army Service Corps will be allowed a whole room or kitchen for a civilian man-servant, if he keeps one.

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(iii.) An officer of the Royal Engineers, or the Army Service Corps, or Royal Army Medical Corps, in receipt of forage or forage allowance will be allowed an additional room for a civilian groom, if he keeps one.

(iv.) Any officer who is a student at an educational establishment will be allotted quarters under Class 12.

(v) An officer of the Coast Battalion, Royal Engineers & Royal Artillery, district officer, a quartermaster, or a riding master, below Class II, will be allowed two rooms and a kitchen. This will not, however, apply to a married riding master or quartermaster while his quarters are retained under paragraph 376, or lodging money is contained under the "Allowance Regulations" for his family at another station.

(vi) Officers of the Royal Army Medical Corps (other than professors, assistant professors, and quartermasters) will be allotted, according to rank, any available regimental quarters in connection with their messes at Netley and Aldershot.

Retention of  
quarters  
during  
absence

376. A quarter will be available for re-allotment immediately the occupant quits the station, except during an officer's absence on duty or leave, provided such absence is not expected to exceed 31 days. Should the absence be afterwards extended for a short time beyond 31 days, the quarter may be retained for the further period, subject to the approval of the general officer commanding. A married riding master, quartermaster, inspector of army schools, inspector of ordnance machinery or commissary, deputy commissary, or assistant commissary of ordnance, may, however, retain his quarters for a period not exceeding 91 days, when (1) detached on temporary duty, (2) sent on active service, (3) proceeding on sick leave, or (4) transferred for duty elsewhere while his family cannot accompany him owing to certified illness, provided in all cases that the quarter is necessarily occupied by his family.

Exemption  
from  
occupation

377. The following may live out of barracks whether accommodation is available or not—

(i) A chaplain at a home station, unless a suitably placed departmental quarter can be allotted him.

(ii) An officer detached to a station for a period under one month for temporary duty not requiring him to take his heavy baggage.

(iii) An officer of the Royal Engineers or Army Service Corps, when all available quarters are required for the officers forming the establishment of the troops stationed in the barracks, including at a depot the average number of Militia officers coming up for drill.

(iv) An officer whose daily place of duty is at such a distance from barracks as to the opinion of the general officer commanding, to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks, and a report of the case is to be made to the general officer commanding.

(v) An officer holding the appointment of adjutant of Yeomanry or Volunteers.

(vi) An adjutant of Militia, if in any special case it is inexpedient that he should occupy a quarter at a depot to the exclusion of a Militia officer, within the average number of those coming up for drill. The authority of the general officer commanding will, however, be necessary.

## Warrant Officers.

Retention  
during  
absence

378. A quarter may be retained (1) during a warrant officer's absence on leave not exceeding 12 days, or, on completion of a tour of service abroad, for the period for which he may be granted full pay, (2) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less, (3) where a married warrant officer is in hospital or absent on leave or temporary duty, if his family remain in his quarter, (4) during the absence of a married warrant officer proceeding on active service.



or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters in barracks until the quarters are otherwise required, or until the family can make other arrangements for their residence during the absence of the husband.

**379.** A serjeant-major-artisan or artificer is exempt from the liability to occupy quarters except when on duty at a camp, or where special quarters are provided abroad. Exemption from occupation.

*Schoolmasters and Schoolmistresses.*

**380.** A schoolmaster, though not a warrant officer, may have the accommodation assigned for Class 15. School-master.

**381.** It is undesirable, without good reason, to allot to other warrant or non-commissioned officers the quarter usually occupied by the schoolmaster.

**382.** A schoolmistress married with leave may be allotted quarters up to the scale in Class 15, if stationed with her husband, and if the additional accommodation is available. A schoolmistress married to an individual entitled to quarters, and serving at the same station, cannot claim a double assignment of quarters, but the quarters may in such cases be allotted according to the Class of the husband or the wife, whichever is the higher. School-mistress.

**383.** An unmarried schoolmaster, or a schoolmistress whose husband is either not in the service or is on duty at another station, is exempt from liability to occupy quarters.

*Non-commissioned Officers and Men on the Married Roll.*

**384.** Non-commissioned officers in Classes 16 to 18 are not entitled to special married quarters, though, subject to the following conditions, the choice of vacant quarters will be by seniority. Choice of quarters.

**385.** The larger married quarters are intended for the larger families, solely in the interests of health and decency. The following table is a guide to the allotment of such quarters, where they exist: Allotment of larger quarters.

Number of rooms (exclusive of scullery).	For allotment to a non-commissioned officer or man with
2	2 children or under.
3	From 3 to 5 children.
4	6 or more children.

**386.** No non-commissioned officer or man with less than three children is to be allotted more than two rooms, or if he has less than six children more than three rooms, as long as in the former case any non-commissioned officer or man with three or more children is provided with only two rooms, or in the latter one with six or more children is provided with only three rooms. Exceptions to this rule will be made only in the cases of non-commissioned officers or others whom it may, for administrative reasons, be necessary to quarter in particular localities.

**387.** No two married quarters, each containing two rooms or more, will be allotted to any non-commissioned officer or man, if the lodging list is affected thereby, without the authority of the Double allotment to a large family.

## Allotment of Quarters.

801

general officer commanding, who before giving it will satisfy himself that the family need a second quarter, and that the case cannot be equally well met by placing the family on the lodging list. If a soldier in Class 20 has completed the period of service entitling him to pension, steps will be taken for his discharge, unless he prefers to provide for part of his family outside the barracks without expense to the public.

Classes 19 and 20 to be in barracks.

388. Non-commissioned officers and men of Classes 19 and 20 with more than two children will, if possible, be accommodated in barracks.

Single-room married quarters.

389. The following table is to be a guide in the allotment of single-room quarters, where such exist:—

For a non-commissioned officer or man.	Minimum space	
	Superficial.	Cubic.
	feet.	feet.
Without children .. .. .	165	1,650
With one child, under 5 years..	180	1,800
With two children, under 5 years ..	200	2,000

Variation in scale.

390. Two rooms will be allowed (1) to non-commissioned officers in Classes 17 and 18, when possible with due regard to the lodging list; (2) to non-commissioned officers and men with more than two children, or with one child over five years of age.

Exemption from occupation.

391. Armament artificers are exempt from liability to occupy quarters, except when on duty at a camp, or where special quarters are provided abroad.

Retention during absence.

392. Quarters may be retained

(i.) By a non-commissioned officer or man on furlough for a period not exceeding 12 days.

(ii.) By a non-commissioned officer in Class 16, 17, or 18 while on special furlough, with full pay, on completion of a tour of service abroad.

(iii.) For necessary occupation by his family during the time a non-commissioned officer or man is in hospital, on furlough, temporarily detached on duty without his family, or in prison, provided the sentence does not exceed six months.

(iv.) During the absence of a soldier in active service or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters in barracks until the quarters are required, or until the family can make other arrangements for their residence during the absence of the husband.

### *Non-commissioned Officers and Men not on the Married Roll*

Classes 16 to 18.

393. Non-commissioned officers in Classes 16 to 18 are required to occupy any "Unmarried Non-commissioned Officers' Quarters" that may be suitably allotted to them.

Variation in scale.

394. Non-commissioned officers in Class 16 will be allowed two rooms when practicable, and when it can be done without affecting the lodging list.

Class 19.

395. A sergeant in Class 19 will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in the barracks room with the men.



**396.** Armament-artificers are exempt from liability to occupy quarters, except as laid down in paragraph 391. Exemption from occupation

**397.** A quarter may be retained during the absence of a non-commissioned officer or man, on duty or furlough, for a period not exceeding 14 days. Retention during absence.

**398.** The beds of soldiers who may be in hospital, in cells, or on short furlough (not exceeding a fortnight), will not be available for the accommodation of other soldiers. Barrack rooms.

### Miscellaneous Barrack Duties.

**399.** The commanding officer will exercise a careful supervision over the consumption of gas and water, according to the instructions contained in the Regulations for Supply, Transport and Barrack Services. He will cause frequent inspections to be made at uncertain times, so that waste may be at once detected and reported to the officer in charge of barracks, and steps taken to remedy it. The occupants of separate rooms will be cautioned to lower the gas in their quarters when quitting in the evening. During frosts the commanding officer will cause precautions to be taken to prevent the freezing of the water in the pipes, either by drawing it off from the water-closet pans and pipes where this can be done, or by allowing a minute stream of water to issue from taps of exposed pipes. Straw should be demanded for the purpose of covering the exposed pipes. Consumption of gas and water.

**400.** The economical use of gas and water should engage the attention of general officers commanding, and the instructions contained in A. F.—F 728 will be carefully adhered to. In any instance in which it appears, either from the quarterly returns rendered under paragraph 2087, or otherwise, that there has been an excessive consumption, they will direct the commanding Royal Engineer to report to them whether the excess can be traced to any defect in any of the works under the charge of the Royal Engineers. Any works or repairs required will be dealt with in the ordinary manner. The rate of consumption of water, when paid for by meter, will be kept as low as possible. Twenty gallons a day for each officer, man, woman, and horse, and 10 gallons a day for each child, is a liberal supply for all purposes, but this is a maximum rate, and the quantity used will be kept as much below this as possible. Any higher rate of consumption will be closely inquired into. General officers commanding will report annually to the War Office on the consumption of gas and water in their respective commands during each year ending the 31st March—bringing to notice any excessive consumption, its cause, and the measures taken to lessen it. Economy enjoined.

**401.** Barrack subordinates have no duties in connection with supplies of provisions or forage received from contractors, and should not be called upon for their opinion with regard to such supplies. They should not be employed in making purchases in default. Where there is no supply officer at the station, this should be done by a regimental officer under the direction of the commanding officer. Responsibility in regard to supplies.

**402.** Commanding officers will restrict the admission of strangers into barracks, and will exclude all persons not of respectable character. Every facility is to be afforded to any representative of the War Department who may be sent on duty by the proper authority. Admission of stranger and official visitors.

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## MONUMENTS, &amp;c., IN CHURCHES AND CHAPELS.

Erection of  
monuments  
or me-  
morials.

**403.** No monument or memorial of any kind is to be erected in any garrison church or chapel until sanction has been obtained from the War Office. Any monument or memorial executed without such sanction having been previously obtained, and the design approved, must be at the risk of the persons who order the work. Except in very special cases such sanction will only be given when the individual whose memory it is proposed to perpetuate was at the time of his death on full pay on duty at the station to which the church or chapel belongs.

Dimensions  
of monu-  
ments.

**404.** Except in special circumstances no monument or memorial exceeding 288 square inches, exclusive of a 2 inch margin all round in the case of brasses, is to be erected to the memory of any officer.

Designs.

**405.** Memorials in garrison churches generally should, when possible, be so designed as to harmonise with the decorations of the interior. In the cases of the military churches of St. George's (Aldershot), and of Portsmouth, comprehensive schemes for carrying this into effect have been approved, and applications in respect of memorials to be placed in these, as also in the military churches at Woolwich, Wellington Barracks London, and Netley will be specially considered.

Special  
cases.Monuments  
in other  
series.

**406.** In the case of memorials in cemeteries the sanction of the general officer commanding is sufficient. For detailed instructions, see "Regulations for Engineer Services."

## DISCIPLINE.

## General Instructions.

Prevention  
of crime.

**407.** Commanding officers are to use every effort to prevent crime and to suppress any tendency to screen its existence. For most offences, not of an aggravated character, admonition is the most suitable treatment. Punishment should only be resorted to when admonition has failed to have effect.

Treatment of  
soldiers.

**408.** Officers of all ranks will adopt towards their subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self respect and personal honour essential for military efficiency.

Observance  
of the rule  
by non-com-  
missioned  
officers.

**409.** Warrant officers and non-commissioned officers will be guided by the foregoing principles in dealing with each other and with private soldiers. They will at all times avoid intemperate language or an offensive manner.

Reproof of  
N.C.O.s.

**410.** Officers are not to reprove non-commissioned officers in the presence or hearing of privates, unless it is necessary for the benefit of example that the reproof be public.

Trials  
of non-com-  
missioned  
officers.

**411.** No non-commissioned officer above the rank of corporal is to be tried by any court martial inferior to a district court martial, except when a district court martial cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the general officer commanding the district, station, division, or brigade.

Responsibility  
of all  
officers  
in  
maintaining  
discipline.

**412.** All officers are at all times responsible for the maintenance of good order and the rules and discipline of the service; they are to afford the utmost aid and support to the commanding officer. It is their duty to deter, reprove, and instantly report any negligence or impropriety of conduct in non-commissioned officers and private soldiers, whether on or off duty, and whether the offenders

do or do not belong to their particular regiment, corps, troop, battery, or company.

413. A commanding officer should impress upon all under his command the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities. Civility and courtesy to all ranks of society.

414. The commanding officer of every unit will, upon the first arrival of the unit at any place where it is to remain in quarters, cause public proclamation to be made that if the inhabitants suffer the soldiers to contract debts, such debts will not be discharged. If, after such proclamation, the inhabitants suffer the soldiers to contract debts with them, they will do so at their own risk. Crying down credit.

415. Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in Her Majesty's service, are prohibited. The publication of laudatory orders on officers quitting a station or relinquishing an appointment is forbidden. Commanding officers are to refuse to allow subscriptions for testimonials in any shape to superiors on quitting the service or on being removed from their corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers, who are serving, or who have served, under his command by means of presents of plate, swords, &c., or by any collective expression of their opinion. Praise or censure of superiors forbidden. Presents and testimonials.

416. Officers are forbidden to forward testimonials relating to their services or character, with any application they may make to the War Office. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to. Recommendations.

417. Every officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a reasonable time to his commanding officer, or other competent military authority, for investigation. Pending the investigation an officer may be suspended from duty, in which case he will be placed under the same restrictions as an officer in open arrest. Officer's character impugned.

418. If an officer by bankruptcy, liquidation, composition, or other legal proceedings, finds himself unable to meet his engagements, he will at once notify the fact to his commanding officer. The latter will then ascertain and report the circumstances of the case for the information of the commander-in-chief, who will investigate the case, and, in concurrence with the Secretary of State for War, decide whether the officer can be permitted to continue to hold Her Majesty's commission. Bankruptcy &c.

419. Officers on full pay are not permitted to join the directorate of any public, industrial, or other company, without permission from the War Office. Soldiers are forbidden to act, either directly or indirectly, as agents for any company, firm, or individual engaged in trade. Directorate and commission agencies.

420. Officers and soldiers are forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes, in barracks, quarters, camps, or their vicinity. Under no circumstances whatever will they attend such meetings, wherever held, in uniform. Political meetings.

421. Officers above the rank of major who may be elected members of the House of Commons will be placed on half-pay. Members of House of Commons.

422. Officers in the colonies are prohibited from receiving grants of money not initiated or authorized by the governor of the colony. Colonial grants.

Publishing  
military in-  
formation.

423. Officers and soldiers are forbidden to publish or communicate to the press any information, without special authority, either directly or indirectly. They will be held responsible for all statements contained in communications to their friends which may subsequently be published in the press. They are not to attempt to prejudice questions under investigation by the publication, anonymously or otherwise, of their opinions, and they are not to attempt to raise a discussion in public about orders, regulations, or instructions issued by their superiors.

Proceedings  
under the  
ordinary  
law.

424. General instructions relating to legal proceedings under the ordinary law, including cases in which officers and soldiers may be made defendants in civil or criminal proceedings, will be found in Appendix IV.

The com-  
manding  
officer.

425. The \* definition of "commanding officer" in the Rules of Procedure, applies to that expression in Sections 45, 46, and 47, of the Army Act, in those sections which relate to the execution of sentences (as Sections 59, 64, 65, and 66), and in Sections 138, 181 (6), 182, 183, and 184. In the portions of the Army Act not above mentioned the expression "commanding officer" is not limited to the "commanding officer" defined by the Rules of Procedure.

The com-  
manding  
officer of a  
detachment

426. The commanding officer of a detachment is vested with the full power of awarding summary punishment accorded to a commanding officer of a corps, but the commanding officer of the regiment or battalion, if the detachment is serving in the same command, or the officer commanding the garrison or station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the officer commanding the detachment, if below the rank of substantive major, restrict him from the exercise of any or all of the powers of a commanding officer. Nevertheless, an officer commanding a detachment may, if necessity arises, act to the full extent of the powers of a commanding officer for the maintenance of discipline notwithstanding any restrictive order, but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

Restriction  
as to sum-  
mary powers  
and courts-  
martial.

Detachments  
may be  
associated  
under one  
command

427. The general officer commanding a district or station may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the officers commanding the several detachments to award summary punishments and convene regimental courts-martial will, for the time being, remain in abeyance.

Gambling  
forbidden.

428. All gambling in garrisons, camps, or cantonments is forbidden.

Army Act  
provisions read  
out.

429. Sections 4 to 44 (inclusive) of the Army Act, are to be read once in every three months at the head of every corps, and also the following notice—

Treason and  
mutiny

"Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in Her Majesty's forces by sea or land from his or their duty

\* R. F. 128. The expression "commanding officer" as used in the sections of the Army Act, relating to Courts-martial, is to the "Attachment sentence" and to the "Power of committal to gaol," and in the provisions consequent thereon, as in these cases, means in relation to any person, the officer whom only it is under the provisions of the Army Act, Regulations, or in the absence of any such provisions, under the authority of the general to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority or refer it to a superior authority. It also means for the purpose of the summary award of fines for drunkenness, the officer commanding a troop, battery or company.



and allegiance to Her Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person."

430. In every unit there is to be an order directing that soldiers who are suffering from venereal disease, are to report themselves sick without delay. This order will be read to the corps on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Sections 18 (3) or 40.

Concealment of venereal disease.

### Arrest and Military Custody.

431. Attention is directed to Section 45 (4) of the Army Act. If the account in writing therein mentioned, commonly termed the "crime," is not delivered at the time, a verbal report to the same effect is to be made. If the "crime" is not received within twenty-four hours, the commander of the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the "crime," or other evidence sufficient to justify the detention, is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the prisoner. In order to comply with the provisions of Section 21 of the Army Act, the name and offence of every prisoner, including such as may have been received over in custody, and the rank and name of the officer or other person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original "crime," or a copy thereof, is to be forwarded to the commanding officer of the prisoner.

Duties of commander of guard as to delivery of "crime."

432. Attention is also directed to Section 45 (1) of the Army Act, and Rule of Procedure, No. 1. The report therein prescribed is to be made whether the prisoner is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the general or officer in command is to satisfy himself as to the necessity for the continued detention of the prisoner in military custody.

Detention in confinement to be reported.

433. Military custody in the case of an officer, warrant officer, or non-commissioned officer (not under sentence) usually means arrest, but an officer, warrant officer, or non-commissioned officer may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal.

Military custody of officer or non-commissioned officer.

434. Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit. If the climate or the state of the prisoner's health or other circumstances require it, these limits may be enlarged at the discretion of the officer commanding on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

Arrest of officer.

- Restrictions.** 435. An officer under open arrest is forbidden to use his own or any other mess premises. He is not to appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his quarters or tent dressed otherwise than in uniform. An officer, when under arrest, will not wear sash, sword, belts, or spurs.
- Release.** 436. It is not desirable, except where it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered the arrest, without the sanction of the highest authority to whom the case may have been referred.
- When to be ordered.** 437. An officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require; but a commanding officer on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. He will invariably place under arrest an officer against whom he prefers charges. When an officer is placed under arrest, whether afterwards released or not, the commanding officer will invariably report the case without delay to the general officer commanding the district or station.
- Officers under arrest cannot demand a court-martial.** 438. An officer has no right to demand a court-martial upon himself, or, after he has been released by proper authority, to persist in considering himself under the restraint of arrest, or to refuse to return to the performance of his duty. An officer who conceives himself aggrieved, can complain through the proper channel and seek redress under Section 42 of the Army Act.
- Arrest of warrant or non-commissioned officer.** 439. Paragraphs 434 and 435 will also apply to warrant officers and non-commissioned officers, who will, if charged with a serious offence, be placed under arrest forthwith, but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed arrest may be delayed, without prejudice to any subsequent proceedings.
- Offences by barrack-wardens or serjeants.** 440. In the event of a barrack-warden or pensioner barrack-serjeant being guilty of an offence in garrison or barracks, the officer commanding is at once to inform the officer in charge of barracks of the circumstances of the case, placing the subordinate under arrest only when the interests of discipline so require. If the offence is serious, the general officer commanding will assemble a court of inquiry, with instructions to investigate and record the circumstances of the case, and on receipt of the proceedings of the court of inquiry, he will determine whether to arraign the accused before a court-martial, or to suspend him from duty, pending a reference to the War Office.
- Military custody of private soldier.** 441. Military custody in the case of a private soldier (not under sentence) means either the making him a prisoner at large, or the putting him in confinement under charge of a guard, piquet, patrol, sentry, or provost-marshal. The accommodation usually available in barracks for the confinement of soldiers under charge of a guard is :—
1. *The Prisoners' Room* attached to a guard-room for the temporary detention of prisoners.
  2. *The Guard-Room Cells* attached to a guard-room for the detention of prisoners who are to be kept apart.

442. The keys of the prisoners' room and guard-room cells are to be in the charge of the commander of the guard.

443. A private soldier charged with a serious offence will be placed in military custody on the commission or discovery of the offence. He is not to be confined in the guard-room or cells for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline, and the investigation of the charge may be held without his being confined. A private soldier against whom a charge for an offence is pending, if a prisoner at large, will not quit barracks until his case has been disposed of. He will attend parades, but will not be detailed for duty.

444. A soldier in military custody (not under sentence) may be committed, by an order signed by his commanding officer on Form L. (see paragraph 625) for temporary detention for any period not exceeding seven days to any prison, police station, lock-up, or other place of confinement in which prisoners may legally be confined. Temporary detention lock-up, police station, &c.

445. A private soldier who disobeys an order distinctly given, or resists the authority of a non-commissioned officer, is to be confined without altercation, and immediately reported to the officer commanding his company, &c., or to the adjutant. When a non-commissioned officer has to confine a soldier he will invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and will himself avoid in any way coming in contact with him. Except in cases of personal violence, or when on detached duties, lance-corporals and acting bombardiers with less than four years' service will not confine private soldiers, but will report the offence to the orderly-serjeant, who will act as the circumstances require. Soldiers confined by N.C. officers.

446. A private soldier who is drunk is, if possible, to be confined alone in the prisoners' room or a guard-room cell. Soldiers on being confined will be searched and deprived of knives or other weapons. Soldiers confined for drunkenness may be deprived of their boots, except when the weather is cold, and they are likely to suffer in consequence, and are to be visited and their condition ascertained at least every two hours by a non-commissioned officer of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. Soldiers suspected of being drunk are not to be put through any drill or tested for the purpose of ascertaining their condition. Care is to be taken that a soldier charged with drunkenness is perfectly sober before he is brought before an officer for investigation of the charge. For this purpose twenty-four hours should usually be allowed to elapse before the investigation. For drunkenness.

447. When a soldier makes a confession of desertion, or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be made a prisoner pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be confined, and the investigation and trial may proceed for that offence independently of the confession. Confession of desertion, offence against enlistment.

448. Prisoners in confinement for trial by court-martial will be allowed their bedding up to the time of the promulgation of their sentence or of acquittal. Prisoners in confinement pending inquiry will be allowed the use of bedding if their detention exceeds two days. In severe weather prisoners may be allowed such bedding. Bedding & exercise of prisoners.



as is necessary. Care is to be taken that prisoners who are under charge of a guard take sufficient exercise, under supervision, for the preservation of their health.

Prisoners to  
be deprived  
of their caps

449. Soldiers are to be deprived of their caps and of any articles they can use as missiles, during the investigation of offences and during their trial before any court.

Offenders  
not to bear  
arms or do  
duty

450. An offender while in arrest or confinement is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest or confinement is not to bear arms, except by order of his commanding officer in an emergency or on the line of march.

#### Investigation of Charges.

Rules for  
investiga-  
tion.

451. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

Entry and  
investigation  
of charges

452. The charges for offences of non-commissioned officers and soldiers committed to military custody will be entered in the guard report by the commander of the guard as soon as he receives the crime. The charge for an offence of a non-commissioned officer or soldier will be investigated by the officer commanding the company, &c. This officer will decide, except in the case of a non-commissioned officer, whether it be a minor offence that he can deal with under the powers delegated to him by his commanding officer. If he decides to deal with it, he will dispose of the case, endorse the "crime" with his award, and send it to the orderly room to be entered in the minor offence report (Army Form B 2d). If he decides to leave the case for his commanding officer to deal with, he will send the "crime" to the commander of the guard for entry in the guard report, and the soldier will be treated as if in military custody. All charges against soldiers will be investigated without delay in the presence of the prisoner. Prisoners should be disposed of daily (Sunday, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the hour of commanding officer's parade. All charges not disposed of by officers commanding companies, &c., will be investigated by the commanding officer. The officer commanding the company, &c., will attend with the defaulter book. If a prisoner in the guard-room is remanded for further inquiry, his case will be brought under review daily until disposed of, and the order for remand will be entered daily in the guard report by the commanding officer.

Entry of  
award.

453. The award of the commanding officer will be entered in the guard report, and of the officer commanding the company, &c., in the minor offence report, both reports being signed by the commanding officer. The awards of punishments by officers commanding companies, &c., entered in the minor offence report for the day, will be reported to the commanding officer by the hour for the disposal of prisoners, and he will make such remissions or remarks as he may think advisable. The report will be attached to the guard report of the day.

454. A commanding officer may, without reference to superior authority, dispose summarily of, or try by regimental court-martial, a charge against a soldier for an offence under the following sections of the Army Act—6, except on active service; 8 (2), threatening or insubordinate language only, except on active service; 9 (2) except on active service; 10 (except Sub-Sec. 1), 11, 14, 15, 18 (1) (3), 19, 20 (except when the act is wilful), 21, 22, 24, 27 (4), 33 (except cases of enlisting from army reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily. A charge for any other offence which the commanding officer desires to dispose of summarily, will be referred to superior authority in a letter stating the circumstances of the case, and accompanied by the prisoner's default sheet. The commanding officer may, if he sees fit, refer a charge for any offence to superior authority with an application for a district court-martial.

Disposal of offenders by commanding officer.

455. It should be borne in mind that, except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed, under the provisions of the Army Act, Section 46.

Dismissal of charge.

456. Before proceeding with a case it is the duty of the commanding officer to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Act; and in referring to superior authority a case of desertion not on active service, or of fraudulent enlistment, he must determine and note whether the soldier is liable to trial. For the purposes of exemption from trial under the Army Act, Section 161, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental default sheet for a continuous period of three years.

Liability of prisoner in respect of lapse of time.

457. If, on the investigation of a charge sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest or confinement, and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

Liability when evidence may be forthcoming in the future.

458. If when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in paragraph 457.

Disclosure of a further charge during investigation.

459. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

Offence by soldier under sentence.

## Summary and Minor Punishments.

Summary  
punishments  
affecting  
pay.

460. A commanding officer may, subject to the soldier's right to elect, previous to the award, to be tried by district court-martial,\* inflict the following summary punishments on a private soldier :—

(i.) *Imprisonment*, with or without hard labour, not exceeding fourteen days ; but the power of awarding imprisonment exceeding seven days, except in cases of absence without leave, will not, for the present, be exercised by a commanding officer under the rank of field officer. In the case of absence without leave exceeding seven days, the imprisonment may be extended to the same number of days as the days of absence, not exceeding 21 days in the whole.

(ii.) In the case of drunkenness, a *fine* not exceeding ten shillings, according to scale. The award, when prescribed by the scale, is compulsory, unless the unpaid fines amount to twenty shillings.

(iii.) In the case of absence without leave, the forfeiture of pay will be such as is awarded by the Pay Warrant. — 40 — 10

(iv.) Any *deduction from ordinary pay* allowed to be made by a commanding officer by Section 138, subsection 4 or 6, of the Army Act.

Minor  
punish-  
ments.

A commanding officer may also inflict the following minor punishments, the soldier having no right to claim trial by court-martial :—

(v.) *Confinement to barracks* for any period not exceeding twenty-eight days, during which defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the commanding officer may order defaulters to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 14 days from the date of the award of confinement to barracks. Confinement to barracks in the case of the Royal Army Medical Corps will not carry with it punishment drill if awarded to men actually at the time doing duty in hospital.

(vi.) *Extra guards or piquets* ; these are only to be ordered as a punishment for minor offences or irregularities when on, or parading for, these duties.

Provisions  
to be  
observed.

461. Any of the punishments prescribed by paragraph 460, i to vi, may be awarded severally or conjointly, subject to the following provisions :—

(1.) When imprisonment exceeding seven days is awarded, a minor punishment must not be given in addition.

(2.) Any award of imprisonment, up to seven days inclusive, will be in hours ; if exceeding seven days, in days. The imprisonment will commence as prescribed by the Rules of Procedure.

(3.) When an award includes imprisonment and a minor punishment, the latter will take effect at the termination of the imprisonment.

\* Unless there are reasons against the adoption of such a course, a soldier may, on the following day, be given an opportunity of reconsidering his decision to be tried by court-martial.

(4.) A single award of punishment, including imprisonment and confinement to barracks, will not exceed twenty-eight days.

(5.) A soldier undergoing imprisonment or confinement to barracks may, for a fresh offence, be awarded further imprisonment or a minor punishment or both. In the case of imprisonment, it will commence from the date of award; in that of a minor punishment, from the termination of the previous sentence, provided that no soldier shall be imprisoned by summary award for more than fourteen consecutive days (except for absence without leave), and that the whole extent of consecutive punishment, including imprisonment and confinement to barracks, shall not exceed fifty-six days in the aggregate.

(6.) Defaulters are not required to undergo any punishment drill or confinement to barracks which may have lapsed by reason of their being in hospital or prison or employed on duty.

462. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods. Punishment drill.

In the cavalry and mounted corps it will be carried out in marching order (the men carrying their packed valises, cloaks, and capes), and will consist of two hours drill per diem. In the infantry and dismounted corps, it will be carried out in marching order, and will never exceed four hours altogether in one day. It is to be carried on in the barrack yard or drill ground, and when regiments or detachments are in billets their defaulters are not to be exposed to ridicule by being exercised in the streets, but they are to be marched out under a non-commissioned officer on one of the roads for the prescribed period. Punishment drill is not to be carried on after retreat unless the general officer commanding is of opinion that, owing to climate, duties, or other causes, it is expedient to do so, in which case he may sanction exceptions.

463. Defaulters will be excluded from the canteen, except during one hour only in each day, to be fixed by the commanding officer, and, as a rule, to be in the evening. Use of canteen by defaulters.

464. Non-commissioned officers, including acting non-commissioned officers, are not to be subjected to summary or minor punishments, or punished by being placed in any lower position on the list of their rank, but they may be admonished, reprimanded, or severely reprimanded, by the commanding officer. In the Hong Kong-Singapore and Ceylon-Mauritius battalions of artillery and the Hong Kong regiment a native or lance-native will forfeit one good conduct badge for every offence for which he is severely reprimanded. Acting and lance non-commissioned officers may be ordered by a commanding officer to revert to their permanent grade, but are not liable to a summary or minor punishment in addition. A private soldier may be admonished, but is not to be reprimanded. Reprimand, admonition, and severe reprimand from acting appointments.

465. Soldiers' characters are to be estimated and recorded as directed in paragraphs 1831 to 1836. Recording characters of soldiers.

466. Officers are not to introduce or adopt any system of punishment which is in any respect at variance with these regulations. Officers commanding companies, &c., may award private soldiers punishment not exceeding seven days' confinement to barracks for minor offences, and the regulated fines for drunkenness. In the case of officers of less than three years' service, this power may be limited by the commanding officer to an award of three days' confinement to barracks. Any such awards will be Minor offences.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 08-22-2011 BY 60322 UCBAW

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~~SECRET~~ - SECURITY INFORMATION - ~~NO FORN DISSEM~~

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

~~SECRET~~

1. The Board of Directors of the Corporation will meet on the 1st day of May, 1911, at 10 o'clock A.M. in the City of New York, for the purpose of electing a President and a Vice-President, and for the purpose of electing a Board of Directors.

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It is the policy of the Army to provide for the care of its personnel in the event of their being killed or disabled in the line of duty. This policy is based on the principle that the Government has a duty to provide for the families of its soldiers in the event of their being killed or disabled in the line of duty. This policy is based on the principle that the Government has a duty to provide for the families of its soldiers in the event of their being killed or disabled in the line of duty.

47. When a commissioned officer is convicted of any offense by the civil power, the case is to be reported to the general officer commanding, who will consider whether it is desirable to recommend the restoration of the officer by special authority of the Commander-in-Chief.

471. A commanding officer has no power to alter the record in the defaulter books of a punishment awarded after the punishment has been completed. If it appears to the general officer commanding that any punishment awarded by a commanding officer was illegal or excessive, he may, at his discretion, direct either that it be cancelled, and the entry in the defaulter books expunged, or that the punishment be reduced.

## Drunkenness.

**472.** Private soldiers will be dealt with for drunkenness under Section 46 of the Army Act. In disposing of such offences, the following rules will be observed.

**473. A private soldier is not to be tried by court-martial for an act of simple drunkenness - that is to say, an act of drunkenness committed when the soldier was not on duty, and had not been warned for duty, or which is not an aggravated offence of drunkenness**



within the meaning of Section 44 of the Army Act—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or imprisonment by his commanding officer.

474. To prevent soldiers evading the consequences of drunkenness by absenting themselves until sober, commanding officers, in dealing with cases of absence, will decide, from their knowledge of the individual soldier's character and the attendant circumstances, whether the absence is, or is not, to be considered as due to this cause. If they decide that it has so arisen their decision is to be recorded at the time in the guard report, and marked in the soldier's defaulter sheets with the letter D in the column headed "cases of drunkenness"; such entries will not be counted for determining liability to trial by court-martial. Convictions by courts-martial for absence without leave, or for desertion, are not to be counted as equivalent to acts of drunkenness.

When absence may be reckoned as drunkenness.

475. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

Drunkenness on duty.

476. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial, unless he is liable to trial and the commanding officer considers it a case which should be tried; but, as a record of the drunkenness, the commanding officer will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column:—"No punishment: awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

Simple drunkenness, when connected with more serious offence.

477. In computing fines for drunkenness the following rules will be observed:—

Scale of fines for drunkenness.

i. For the first and second instances during a soldier's service—no fine.

ii. For the third and every subsequent instance:—

(1.) If within three months of the previous instance, 7s. 6d.;

(2.) If over three months, and within six months 5s.;

(3.) If over six months, and within nine months, 2s. 6d.;

(4.) If over nine months, no fine.

iii. Where a soldier is liable to a fine, and four preceding instances of drunkenness have been recorded against him within the previous twelve months, 2s. 6d. will be added to the fine laid down in sub-paragraph ii.

iv. An act of absence without leave, marked with the letter D, will, after the two first instances of drunkenness during a soldier's service, be reckoned as an instance of drunkenness for the purpose of computing the fine for a subsequent instance of drunkenness, but a fine cannot be awarded for absence without leave.

v. The period during which a soldier is absent from duty by reason of imprisonment or absence without leave is not to be reckoned in the period since the last instance in computing the amount of fine under sub-paragraph ii.

vi. On the mobilization of the army reserve, or when men are permitted to be re-transferred to the colours from the reserve,



cases of drunkenness which have been recorded against them before their transfer to the reserve will not be taken into account in computing the fines for further instances of that offence after they rejoin the colours.

vii. In colonial corps the fines to be levied will be one-half the amounts above specified.

The scale of fines is to be placed in every barrack-room (A. F.—B 138).

Punishment  
for simple  
drunken-  
ness.

478. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity. Imprisonment should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is 20s. and upwards, in which case a commanding officer should substitute imprisonment or some other punishment which it is in his power to award.

Recovery  
of fines.

479. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in army service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provisions of the Army Act and the "Financial Instructions" as to the residue that should be paid to him.

#### Courts-Martial.

Description  
of court to  
be convened.

480. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial. In cases not specially provided for in these regulations, the discretion of officers competent to deal with any charge is left unfettered.

Power of  
superior  
officer.

481. A superior officer to whom a case is referred may deal with it as follows :—

- (i.) He may refer the case to a superior officer ; or
- (ii.) He may direct the disposal of the case summarily, or by regimental court-martial ; or
- (iii.) If he has power to convene a district court-martial, he may convene a district court-martial to try it ; or
- (iv.) If he has power to convene a general court-martial, he may convene either a general or district court-martial to try it.

Definition of  
superior  
officer.

482. The officer referred to in paragraph 481 as "a superior officer" is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with general officers commanding to determine to whom charges should be referred which cannot be disposed of without reference to higher authority, and they may, if they think fit, reserve such cases, either wholly or in part, for their own consideration.

Power to  
deal with  
grave  
offences.

483. An offence punishable with death or penal servitude should not be disposed of summarily, or by a regimental or district court-martial, except under the orders of an officer who has power to convene a general court-martial.

Power in  
case of  
emergency

484. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

**485.** If a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good. Validity of unauthorized proceedings.

**486.** In deciding as to the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few crimes which cannot effectually be dealt with by district courts-martial. A general court-martial should therefore not be resorted to except in cases of very aggravated offences. In such cases, when the state of discipline in a district, garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, and severe punishment is required, a general court-martial may be held. When recourse should be had to superior courts.

**487.** When soldiers are to be tried for offences in relation to enlistment, the particulars of their character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence. When inquiry has been made on A. F. B 123, this document will, if not handed in by the prosecutor in ordinary course, invariably be attached to the summary of evidence. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with. Previous character of soldiers to be produced at trial for offences against enlistment.

**488.** In the case of offences against superiors, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence. Offences against superiors.

**489.** Theft from a comrade should, unless there are peculiarly complicated circumstances in connection with the case, be dealt with by court-martial in preference to being tried by the civil power. If the act discloses a felonious or fraudulent intention, it should, if dealt with by court-martial, be tried under Section 18 subsection 4 of the Army Act; if the act does not disclose a felonious or fraudulent intention, the charge should be laid under Section 40. Crime of theft.

**490.** When a pay sergeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Section 17 or 18 of the Army Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40 of the Army Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for. Charges against pay sergeants.

**491.** When an officer of the rank of captain is not available to preside at a district court-martial, the power of convening the court-martial may be exercised except when such a course is absolutely necessary, in which case the case cannot conveniently be referred to an adjutant for a superior to command. Power of convening court-martial.

**492.** The power with which to convene a regimental court-martial is vested in the commanding officer of the person charged, and although an adjutant is authorized to convene a general or a district court-martial, or a court-martial of a mixed force, has this power, nevertheless, when the subject of a case is to be discussed of any nature Power of convening court-martial.

mental court-martial, direct the commanding officer to convene the court instead of convening it himself, unless the commanding officer is unable to form a court from the officers under his command.

Army  
Medical  
Corps.

493. Applications for the trial by court-martial of soldiers of the Royal Army Medical Corps will be made by the officer commanding Royal Army Medical Corps of the command to the general officer commanding.

Offence of  
N.C.O.  
quitting his  
post.

494. A charge against a non-commissioned officer absenting himself from his post without authority when on gate-duty, or other similar duty, should be made under Section 6 (1) (b) of the Army Act.

Offences of  
stablemen  
and stable  
sentry.

495. In framing charges for offences in the cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Act referring to sentries do not apply to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he is to be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

Court-  
martial  
stoppages.

496. When a soldier is to be tried by court-martial for an offence under Section 13 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value . . . ." should be added to the particulars of the charge, the value being assessed according to the "Clothing Regulations." If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

Framing  
charges  
under Sec-  
tion 24.

497. In framing charges under Section 24 the following rule will be observed.

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-Section (2).

Value to be  
stated on  
charge.

498. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge. This, in the case of kit, applies only to articles the value of which has to be made good to the public. Except as provided in paragraph 496, it will be unnecessary to set forth the values of necessaries and clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries and personal clothing has to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 43 of the Army Act), and no sentence of a court-martial is required.

To be  
actual  
values.

499. The values of articles of Government property stated in the particulars of a charge are to be the actual values whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the

expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act, in making the deductions from the soldier's pay.

**500.** In respect of regimental necessaries and personal clothing the values of which are not stated in a charge, a court-martial will not award stoppages in their sentence; and, generally, when values are not attached to any articles in a charge, all reference to such articles will be omitted in the sentence. Necessaries.

**501.** Rule 24 of the First Appendix to the Rules of Procedure (Forms of Charges) must be read in connection with these orders, which are based on the principle that deficiency of necessaries and personal clothing which are a soldier's property causes no loss to any one but the soldier, and that although he is chargeable before a court-martial with making away with them, or losing them by neglect (as the case may be), and is liable to punishment for a breach of discipline, no award of stoppages is in such case required.

**501A.** A soldier rejoining from desertion, or discovered to have fraudulently enlisted, will not be charged with the value of clothing, stores, &c., lost on desertion, unless he is sentenced by court-martial, or by the award of the competent military authority dispensing with his trial, to make good such value. Clothing stores, &c., lost on desertion.

**502.** All charges preferred against an officer or soldier, and the circumstances on which they are founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. The officer ordering trial will avoid any expression of opinion as to the guilt or innocence of the prisoner. Examination of charges.

**503.** When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in paragraph 476. As a rule a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial. In trials by court-martial minor charges may be dropped.

**504.** General officers commanding abroad are not to send home officers or soldiers against whom charges for offences are pending except in cases of the most urgent and unavoidable necessity, as it is essential that when charges are preferred they should be thoroughly investigated and determined without unnecessary delay. Charges abroad to be determined on the spot.

**505.** If, in the opinion of a general officer commanding, a court-martial would more conveniently be held at a place other than that where the prisoner is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to headquarters, with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the prisoner is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the general officer to whose command the prisoner is removed. Change of venue of court-martial.

**506.** When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to the Military witnesses from distant stations.

general officer commanding the district in which the witness is serving, and the probable day of the assembly of the court should be stated in such application. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the naval commander-in-chief or to the commander of the division of Royal Marines, as the case may be.

Duties devolving on members.

507. The duties devolving upon members of courts martial are most grave and important, and in order to discharge them it is incumbent upon all officers to acquire a knowledge of military law, and the practice of courts martial.

Officers on joining to attend trials.

508. With this object, officers will be required on first joining to attend all regimental courts martial for instruction, and such general and district courts martial as the officer commanding the station may direct, for at least six months from the date of their joining—and they are not to be nominated members of courts martial, even if qualified to sit, until the commanding officer deems them competent to perform so important a duty, nor, when it can be avoided, unless they have previously attended as supernumeraries at least six times.

Appointment of a prosecutor.

509. No officer should be appointed prosecutor to a court martial who is not fully competent to conduct the proceedings, and in difficult cases the convening officer will select a specially qualified officer. If no such officer is available, he should apply as soon as possible to superior authority for the services of one.

Duties of prosecutor.

510. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the prisoner is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the prisoner. Drunkenness is no excuse for the commission of a crime, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

Number of members to be detailed.

511. In the case of a general court martial, when a trial is likely to be prolonged it will usually be expedient to form the court of a larger number than the legal minimum, and two or three additional members should be detailed. Waiting members should also be detailed to meet rejection by challenge. For district and regimental courts martial the legal minimum will commonly be sufficient, but if necessary a larger number may be detailed, and waiting members provided. For the trial of doubtful or complex cases, district courts martial should, when possible, consist of five officers. When the minimum number is detailed not more than one member should be a subaltern.

Prescribed form of order used.

512. Where the composition of a court martial differs from the normal in respect either of the description or of the rank of the officers or are to form the court, or on account of the suspension of the operation of a rule, care must be taken to adhere strictly to the prescribed form of the order convening the court, as the legality of the trial may depend on the correct wording of the order.

Rank of members.

513. In addition to the restrictions on the rank of officers appointed to serve on courts martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:

- (1.) Whenever a general officer or a colonel is available to sit as president of a general court martial, an officer of inferior rank is not to be appointed.



- (ii.) When the commanding officer of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the prisoner.

**514.** The hours during which courts-martial are ordinarily to sit at the various stations abroad will be regulated by general officers commanding. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 A.M. and 4 P.M., or 11 A.M. and 5 P.M. at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Hours of sitting to be regulated.

**515.** Prisoners for trial are to be examined by a medical officer on the morning of each day the court is ordered to sit, and commanding officers are responsible that no prisoner is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial. Prisoners brought before a court-martial will, if they are officers, warrant officers, or non-commissioned officers, be attended by an officer or non-commissioned officer having them in custody, or, if of lower rank, by an escort. The officer or non-commissioned officer in charge will be responsible for their safe conduct, but will obey the directions of the court while the prisoner is in court. Prisoners will not be handcuffed, unless this is absolutely necessary for the purpose of preventing their escape or rescue, or of restraining their violent conduct.

Prisoners.

**516.** When an original document, other than A. F. B 115 and B 123, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian.

Certified copies of original documents to be annexed to proceedings.

**517.** When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

Recovery of documents.

**518.** A court-martial in passing sentence will have regard to the nature and degree of the offence and the previous character of the prisoner as proved in evidence. All convictions, whether by courts-martial or by civil courts, for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment they will keep in view the locality and climate in which the prisoner has to undergo his sentence. Sentences must vary according to the requirements of discipline, and no precise rule can be laid down, but in ordinary circumstances and for a first offence a sentence should be light, and it should be remembered that, except with hardened offenders, short sentences are likely to be more effective than long ones. The following general instructions should be observed:—

Sentences of courts-martial.

1. In the absence of a previous conviction, or of aggravating circumstances, or of accidents appearing to require a severe lesson, or of an unusual prevalence in the unit or garrison of the species of crime forming the subject of the charge, the limit of imprisonment awarded should not, for the following offences, exceed from 28 to 56 days:—

(Q.R.)

Q. 2



Para. 81b—  
(contd.).

- (1.) First desertion within first six months' service.  
Leaving guard or post.  
Offence of sentries.  
Insubordinate or threatening language.  
Disobedience not of a grave nature.  
Resisting escort, not involving an attempt at serious injury.  
Breaking out of barracks.  
Neglect of orders.  
Absence.  
Failing to appear at parade.  
Being out of bounds.  
Drunkenness.  
Release of prisoner or allowing prisoner to escape (not wilfully).  
Escaping from custody.  
Loss of kit, &c.  
Irregularity or omission in regard to returns (not fraudulent).  
Minor contempt of court-martial.  
False answer on attestation.  
Conduct to prejudice, &c. (not of a serious nature).

An addition of from 7 to 28 days may appropriately be made in the case of each previous conviction or of any circumstances that aggravate the gravity of the offence.

ii. A punishment not exceeding from three to six months ought, as a rule, to suffice for the above offences, when more than once repeated or when committed under circumstances that aggravate the gravity of the offence—or for the offences of—

- (2.) Striking a superior officer.  
Disobeying a lawful command (graver cases).  
Desertion (other than under (1)).  
Fraudulent enlistment.  
False evidence.  
False accusations.  
Ordinary theft.  
Frauds.  
Conduct to prejudice, &c. (of a more serious nature than under (1)).

iii. A sentence of imprisonment of from six months to one year should be reserved for offences under (2), when repeated or attended with circumstances which add to their gravity; offences under (1), with several previous convictions, or—

- (3.) An offence under Section 32 of the Army Act.

iv. A sentence that amounts to or exceeds one year's imprisonment, should ordinarily be imposed only in the following cases—

- (4.) Gross violence to superiors.  
Disgraceful conduct under Section 18 (5) of the Army Act.  
Offences under (2) repeated three or more times.  
An offence under (3) repeated.

When a prisoner is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

The addition of "discharge with ignominy" to the sentence is, as a rule, advisable in the case of any persistent offender, for offences of a disgraceful nature, or for an offence under Section 32 of the Army Act.

**519.** When a court-martial passes sentence on a soldier already under sentence of imprisonment, or on a soldier tried at the expiration of a term of imprisonment for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Army Act, and special care should be taken that the limit of two consecutive years of imprisonment, including the term already undergone, shall under no circumstances be exceeded. If the prisoner's offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment. Cumulative sentences.

**520.** Courts-martial in framing sentences will observe the following rules:— Rules in awarding imprisonment.

i. Terms of imprisonment not amounting to six calendar months will be awarded in days.

ii. Terms of imprisonment of one year and two years will be awarded in years.

iii. Other terms of imprisonment will be awarded in calendar months, or, if required, in calendar months and days.

**521.** When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the prisoner has been sentenced to be placed under stoppages in respect of the property stolen, or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, the prisoner should be placed under stoppages for the balance only of the stoppage awarded by the court. In cases where the theft has been coupled with desertion a reference is to be made for the decision of the Secretary of State for War. Theft, &c., stoppages for, &c.

**522.** Whenever for special reasons it is considered improper that a person under trial should be sent to the United Kingdom for punishment, the attention of the court should be drawn before sentence is passed to Section 131 (2) of the Army Act. Confirming officers will also observe their powers in this respect. Particular attention must be paid by general officers commanding to the directions in the note to Section 131 (2) of the Army Act, in the "Manual of Military Law." When a sentence of imprisonment exceeding twelve months is passed on a person not included in this note, care is to be taken that before such sentence is inflicted out of the United Kingdom the necessary order has been made either by the court which tried the prisoner, or by the confirming officer or other authority mentioned in the Act. Special provisions respecting sentences of imprisonment abroad.

**523.** It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. Confirming officer to regulate punishment.

**524.** A confirming officer, when the proceedings require confirmation, will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think desirable. When, however, he finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation, or to be attached to the proceedings, but will either be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the Remarks and promulgation.

Remarks in  
case of  
appeal

interests of discipline a more public instruction is required, will be made known by publication in the orders of the command.

525. If an officer who would have confirmed the finding and sentence of a court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority. In the case of a regimental court-martial, the report will be made to the general officer commanding, who will give such orders as may be necessary. In the case of a general or district court-martial, the matter will be referred to the War Office for the consideration of the commander in chief, or in Ireland to the commander of the forces, or in India to the commander in chief in India or the lieutenant general commanding the forces in the Punjab, Bengal, Madras or Bombay commands.

to withhold  
confirmation  
from illegal  
proceedings

526. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation, if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained, and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence is due to the prisoner. The same rule will apply when the proceedings of a court-martial after confirmation, come under the review of any other authority competent to deal with them. Except in cases provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly reversed, the remission does not extend to any penalty or forfeiture consequent on the conviction.

Cases of  
irregularity  
only

Defects dis-  
covered after  
confirmation.

Effect of  
remission of  
entire sen-  
tence

Transmission  
of proceed-  
ings of  
general  
court-  
martial for  
confirmation

527. The proceedings of a general court-martial are to be transmitted by the judge advocate, if the trial was held at home, to the judge advocate general, if held elsewhere, to the officer having power to confirm the findings and sentences of general courts-martial, who, if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the judge advocate general for confirmation by Her Majesty.

(Promulga-  
tion of  
court-  
martial.

528. The proceedings of courts-martial, including the charge, finding, sentence, and confirmation, will be promulgated whenever practicable by being read out or printed, or in such other manner as may be directed for the purpose at each court-martial. However, the promulgation must include the promulgation of the foregoing particulars to the prisoner. The date of promulgation will, when practicable, be recorded upon the proceedings, and, in cases where confirmation is given by Her Majesty, the date will be referred to the War Office.

Covering  
letters.

529. All proceedings of confirmation, whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the certificate.

Disposal of  
proceedings  
after pro-  
mulgation

530. The proceedings of a district court-martial will when promulgated, be returned to the general officer commanding, who will make any necessary communication respecting them to the president and judge advocate (if any) for their information. The general officer commanding will then transmit them to the judge advocate general without delay. The proceedings of general courts-martial confirmed abroad will likewise

be transmitted to the judge advocate-general as soon as possible after promulgation.

**531.** If the proceedings of a general or district court-martial have not been forwarded to the judge advocate-general within one month from the date of confirmation, a special report of the cause of delay is to be made. Delay in transmission to be reported.

**532.** The liability to general service which a soldier may incur under Section 83 (7) of the Army Act, will be ordered only by one of the authorities named in Rule of Procedure 127, or by the commander of the forces in Ireland. An order passed under Section 83 (7) on any soldier will be entered, and the authority quoted, in the soldier's record of service. Abroad it will rarely be necessary to exercise this power. Liability to general service.

**533.** Returns of soldiers at home who come under the terms of this provision, and are still undergoing sentences of imprisonment, will be furnished monthly to the War Office or the commander of the forces in Ireland, as the case may be; from the 1st August to the 1st February, inclusive, on A. F. B. 283, together with copies of the men's defaulters sheets. The following are not to be included in the returns:—(1) Those ordered to be discharged, or whose names are being brought forward for discharge; (2) those undergoing sentence for offences of insubordination, or of a fraudulent nature; (3) those not recommended for transfer. Returns of prisoners liable to general service.

Names which have been already submitted are not to be included in any subsequent return. Any change in the situation of a prisoner whose name has been submitted should at once be reported.

**534.** The rules for field general courts-martial on active service are contained in the Rules of Procedure. Supplies of the forms for the assembly and proceedings of a field general court-martial (A. F. A. 3), are issued to troops on active service. Field general courts-martial.

**535.** Abroad, provost-marshals will be appointed when occasion requires, in accordance with such regulations as may be issued. A provost-marshal will be a commissioned officer, and the principal provost-marshal of a force on active service in the field should, if possible, be a field officer. The assistant provost-marshals will be selected officers or non-commissioned officers. Provost-marshal, appointment.

**536.** Provost-marshals may be employed in the execution of sentences of courts-martial in general. When on active service, they have important duties in connection with the maintenance of good order in the force. Instructions relating to any special duties they may be required to perform will be issued by the general officer in command of the force. Duties.

#### Courts of Inquiry, Committees, and Boards.

**537.** A court of inquiry may be assembled by any officer in command to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed; it may be required to give an opinion on any point involving the conduct of any officer or soldier. A court of inquiry may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. The regulations for courts of inquiry are contained in the Rules of Procedure. Power of commanding officer to assemble court of inquiry.

Unless the exigencies of the service require it, courts of inquiry, garrison, or regimental boards should not be held during those hours which are set apart to parade or other instruction of the soldier.



**President.**

**538.** The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee, or board.

**Deficiency of stores, &c.**

**539.** When stores, equipment, clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of structural damage by fire or otherwise the amount of the loss, i.e., the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual leadings of account, without any abatement in respect of stores which may be surplus on other leadings of account.

**Procedure.**

**540.** When either the amount of the loss or cost of structural repairs exceeds £10, the matter will at once be reported to the general officer commanding, and will be investigated by a court of inquiry, to be composed, if possible, of officers not belonging to the unit or department concerned.

(a.) If, after considering the finding of the court, the general officer commanding is of opinion that the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer, apply to the War Office for instructions, and in other cases either convene a court-martial, or apply to the War Office for authority to allow the individual responsible to pay the whole or part of the loss, instead of being tried by court-martial, or of being removed from his appointment, or from the service.

(b.) If the general officer commanding is of opinion that the loss is not due to an offence under the Army Act, but that no satisfactory explanation has been given, he will report to the War Office whether he recommends that the individual responsible should be allowed to pay the whole or part of the loss, or be superseded in promotion, or removed from his appointment.

(c.) If the general officer commanding is of opinion that a satisfactory explanation has been given, he will apply to the War Office for authority to write off the loss.

**541.** When neither the amount of the loss nor cost of structural repairs exceeds £10, the superior officer of the individual responsible will make a full inquiry into all the circumstances and report thereon to the general officer commanding, who may, if he see fit, dispense with a court of inquiry. All losses due to theft or fraud will be dealt with as prescribed in paragraph 540 for losses of over £10, but in other cases the general officer commanding may, if he see fit, deal with the case himself, allowing the individual responsible to pay the whole or part of the loss, or giving authority to write it off. Should he deal with the case himself, a full statement of the circumstances, with his decision thereon, will be attached as a voucher to the account on which the loss arises.

**Court of inquiry to determine illegal absence**

**542.** A court of inquiry under Section 72 of the Army Act, for the purpose of determining the illegal absence of a soldier, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one days from the date of absence, or as soon after as practicable, unless the soldier has been taken into custody. Before declaring the deficiency of any arms, &c., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds

to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient. A court of inquiry is not to be held on a man of the army reserve, unless he was subject to military law, as described in Section 176 (5) or the Army Act, at the time of the commission of his offence.

543. In every case of a soldier, whether on or off duty, becoming maimed, mutilated, or injured, except by wounds received in action, a court of inquiry will be assembled as soon as possible after the occurrence to investigate the circumstances thereof. When no evidence beyond that of the injured man is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the soldier's commanding officer will formally record his opinion on the evidence. The proceedings will then be sent to the general officer commanding for confirmation, and the latter in case of remission of hospital stoppages, will state on the proceedings whether he has remitted the full or the half stoppage (see "Allowance Regulations"). The proceedings will be passed to the medical officer, who will note in the man's medical history sheet (A. F.—B 178) the fact that the court has been held, and his opinion as to the effect of the injury on the man's service. Finally, the proceedings will be attached to the man's original attestation.

Court of inquiry to investigate causes of injuries.

544. In order to prevent any officer or soldier who may have been taken prisoner of war through his own neglect or misconduct from obtaining any advantages under the Royal Warrant for Pay, &c., a court of inquiry is, as soon as possible after his return, to be assembled by the general officer commanding to investigate the circumstances in which the capture took place. Before commencing their proceedings the president and members of the court are to make the following declaration:—

Court of inquiry on prisoners of war.

"I, A. B., do declare upon my honour that I will duly and impartially inquire into and give my opinion as to the circumstances in which — became a prisoner of war, according to the true spirit and meaning of Her Majesty's orders and regulations on this head, and I further declare, upon my honour, that I will not on any account, or at any time, disclose or discover my own rule or opinion, or that of any particular member of the court, unless required to do so by competent authority."

The court will record an opinion as to whether the officer or soldier was taken prisoner by reason of the chances of war, or through neglect or misconduct on his own part. The proceedings will be forwarded to the War Office.

545. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

Committees and boards.

546. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on A. F.—A 2.

Form of proceedings.

547. The hour for the assembly of boards or courts of inquiry in hospital will be arranged between officers commanding units and the medical officer in charge.

Boards and courts held in hospitals.

#### Desertion and Offences against Enlistment.

548. With a view to the detection and apprehension of deserters and absentees without leave, commanding officers at home and abroad are to transmit to the Editor of the "Police Gazette," New Scotland Yard, London, S.W., a descriptive report, on A.F.—B 124, of every deserter or absentee without leave, giving particulars of the man's height, age, &c., at the time of his absentsing himself, and the fullest information possible, in order that the same may be inserted in the "Police Gazette," which paper is sent to the head-

Descriptive reports of deserters.



quarters of every regiment and depôt at home. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, all absentees without leave should, pending investigation, be considered as deserters. In the case of recruits who abscond *en route* to join, a note should be made of this fact on the report. The postage on reports transmitted to the Editor of the "Police Gazette" should not be prepaid, but they should be franked by the commanding officer, in the left hand corner of the address.

Duplicate  
reports.

549. A copy of the report is also to be transmitted to the police of the locality in which the offence has taken place, and to the officers commanding the regimental district, Militia or Volunteer Artillery district, or recruiting district, in which, or in the neighbourhood of which, the man deserted; and in order further to facilitate the apprehension of deserters and absentees without leave, similar reports should be sent to the police of the place to which it is supposed the man may have proceeded, and elsewhere, as commanding officers may consider desirable.

Disposal of  
persons  
not serving  
as soldiers  
appre-  
hended or  
surrender-  
ing as  
deserters.

550. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the army in pursuance either of information laid against him, or of his own confession, he is to be proceeded against in accordance with the provisions of Section 154 of the Army Act. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identity is immediately available, he may be at once taken into military custody and the commanding officer is forthwith to proceed against the man. If a man in the uniform of a soldier surrenders himself at a military station as a deserter or absentee without leave, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending inquiry as to the truth of his confession, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be despatched by his unit, or, if an absentee without leave, he may, on the authority of the officer commanding his unit, be provided with a warrant and despatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases than those mentioned in this paragraph, is a person not serving as a soldier to be taken into military custody—except for the purpose of being brought forthwith before a court of summary jurisdiction, until he has been fully committed by a magistrate and delivered into military custody.

Case of  
protecting  
warrant.

551. When a convicted deserter is not claimed for service as a soldier, a protecting certificate (A.F.—B 129) will be issued by the general officer or commanding officer to the discretion allowed by paragraph 52.

Special in-  
structions  
for disposal  
of deserters  
at stations  
abroad.

552. At stations abroad, when there is no doubt as to the identity of the prisoner, the soldier should be removed as soon as possible to his unit, if serving at the station, and there dealt with for his offence. But if, where a convicted deserter has been committed on his own confession the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army

**Act.** Where the confession appears to be true, but no sufficient evidence is immediately available, the general officer commanding may, at his discretion, (1) order the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (2) send him to his corps as a prisoner; or (3) if he is unfit for service as a soldier, or if for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (A. F. - B 129), and discharge him from custody. But in case (3) the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the prisoner, in order that the officer in command may be fully informed of the case.

**553.** If a soldier committed as a deserter abroad cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the general officer commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

Committed  
deserters not  
taken over.

**554.** When a soldier, while serving, is discovered, either by his own confession or otherwise, to have entered the army while belonging to or after having been discharged from Her Majesty's service, under the circumstances hereinafter described, the officer commanding the unit in which the soldier is serving will, after recording, on A. F. - B 123, the prescribed particulars of his present service, forward such form:—

Soldiers  
discovered  
to have  
improperly  
entered or  
re-entered  
the army.

If the former service was—

(i.) In the cavalry, if the unit is at home—to the officer commanding the unit; if abroad to the assistant adjutant-general for cavalry, 11, Pall Mall, London, S.W.

Cavalry and  
infantry.

(ii.) In the infantry—to the officer commanding the unit or depot.

(iii.) In the Royal Artillery, Royal Engineers, Army Service Corps, or Royal Army Medical Corps—to the War Office.

R.A., R.E.,  
R.A.M.C.,  
and A.S.C.

(iv.) In Her Majesty's Indian forces—to the proper authority in India.

Indian  
forces.

(v.) If the soldier has been discharged from the Royal Marines—to the deputy adjutant-general, Royal Marines, requesting that the necessary information may be furnished.

R. Marines.  
R. Navy.  
R. N. R.

If the soldier still belongs to the Royal Marines, the Royal Navy, or Royal Naval Reserve—to the secretary to the Admiralty, asking whether it is desired to claim him.

If the soldier has been discharged from the Royal Navy or Royal Naval Reserve—to the secretary to the Admiralty, requesting that the necessary information may be furnished.

(vi.) In any other portion of Her Majesty's regular forces—to the War Office.

(vii.) If the soldier had passed into the army reserve—to the officer who was charged with his payment; or, if that is unknown—as in (i), (ii), (iii), or (vi).

Army  
reserve.

An officer receiving A. F. - B 123, after filling in the required particulars and adding any observations he may desire to make, will return the form to the officer from whom he received it.

Completion  
of return

**555.** The officer commanding the soldier's present unit, on completion of the necessary evidence, will deal with the case as follows:—

Submission  
for decision  
if former

belonging to  
the regular  
forces.

(i.) If at the time of his enlistment the soldier belonged to the regular forces (except Royal Marines) —

*At home*, the general officer commanding will dispose of the case, deciding in which corps the man shall serve, unless it is evident that he has fraudulently enlisted into another branch of the service with the intention of evading service abroad, or a particular duty, in which case he will be relegated to his former corps.

*Abroad*, when both corps, or portions of both corps, are serving in the same command, the general officer commanding will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

The considerations to which regard should be given by general officers commanding, in deciding each case, are — (1) Character and length of service in former and in present corps; 2) the requirements as regards recruits in the different arms; 3) the special requirements as regards training in the different arms, departments, and corps; 4) whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

Navy and  
Marines.

(ii.) If the soldier belongs or belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps, unless an intimation is received from the Admiralty, on the return of A. F. — B 123, that it is desired to claim him for further service, in which case the general officer commanding will give the necessary orders.

Army  
reserve.

(iii.) If the soldier belonged to the army reserve—

*At home* the general officer commanding will dispose of the case. If a court martial is ordered, the case will be dealt with under Section 33, not under Section 13, of the Army Act. Should it appear that the soldier has obtained reserve pay since his re-enlistment, he should be charged with the offence under Section 18 (5) of the Army Act, at the same time that he is dealt with for false answer on attestation. Whether punished or not, the man will be relegated to the army reserve, unless the general officer commanding authorizes his being held to army service on his last attestation.

If still  
receiving  
reserve pay.

*Abroad*, after disposing of the case, the general officer commanding will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

Report to  
officer  
paying  
reserve.

In all cases, both at home and abroad, a report of the disposal of the case, giving particulars of the class and section to which the man belonged, the regiment in which he served before transfer to the reserve, the date of re-entry into the service, and the date of his being relegated to the reserve, or held to army service, will be made by the commanding officer of the unit in which the man has been serving, to the officer who was charged with his payment when in the reserve.

To the  
prison.

When a man of the army reserve is sentenced to imprisonment, and at the expiration of the sentence is to be relegated to the reserve, the commanding officer will inform the governor of the prison to which he is committed of the regiment in which he served before his transfer to the reserve, and the pension district from which he deserted.

Relegation to the reserve will take effect from the date of committal if the man is tried and imprisoned, otherwise from the date of the general officer's order disposing of the case. Relegation to the reserve.

(iv.) If the soldier belonged to the Militia, and the officer commanding the Militia unit has furnished the prescribed certificate (see paragraph 563), the officer commanding the man's present unit will dispose of the case by an order under paragraph 562. If the soldier was a member of the permanent staff, he will be dealt with as if he formerly belonged to the regular forces. Militia.

(v.) If the soldier has improperly entered or re-entered the army under any other conditions than those above mentioned, the case will, except as laid down in paragraph 565, be disposed of on its merits, and, if ~~and~~ be ordered, will be dealt with under Sections 32, 33, or 99 of the Army Act. When the soldier's discharge is to be carried out in consequence of his offence, the case should, as a rule, be dealt with by the civil power instead of by court-martial, if such a course can be adopted without expense to the public, proceedings before the civil power cannot, however, be instituted if more than six months have elapsed since the date of the offence. If re-entered under other conditions.

556. When exemption from trial on a charge of desertion or fraudulent enlistment has been earned by exemplary service in any corps, the commanding officer of that corps will be held responsible for notifying the fact. Exemption earned by exemplary service.

557. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in the latter part of paragraph 555 (v) will be followed. Proceedings for false answer.

558. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will, as a general rule, serve on his former attestation, but if it is thought desirable that he should be held to the conditions of his last attestation, the case should be referred to the War Office. Attestation on which to serve.

559. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the Militia or reserve forces he will be sent back to, and be dealt with as a soldier of, his former corps. In which corps to be tried.

560. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the officer commanding the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment, to the authority referred to in paragraph 561, sub-paragraphs (i), (ii), (iii), (iv), who will arrange for the removal of the man from prison. The transfer to the former corps will take effect from the date of committal. Transfer to former corps.

561. The officer commanding the unit to which a soldier may be relegated, or, if the transfer be not ordered, the officer commanding the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, and also to their depôts, the result of the trial, or the manner in which he Notice of disposal of soldier.



case has been disposed of. The officers commanding such units will note this information in Army Book 87, and take steps to have the man's name removed from the "Police Gazette."

Soldier discovered while serving to belong to the Militia.

562. When a militiaman is found to be serving in the regular forces without having previously obtained a release from his Militia engagement, and is retained for service in the army, he is to be required to make good, as compensation for the loss occasioned by his offence, the amounts laid down in the Royal Warrant for Pay, &c.

Certificate as to release.

563. The officer commanding the Militia unit will furnish the officer commanding the unit in which the man is serving with a duplicate of his Militia attestation, and the following certificate—

*I hereby certify that No. \_\_\_\_\_ a Militia (reserve) man, has not been released from his engagement to serve in the \_\_\_\_\_ He is liable to repay the sum of \_\_\_\_\_ as compensation for the loss occasioned by his enlistment into the regular forces. I have no objection to his being retained to serve in Her Majesty's army. He was not subject to military law at the time of his enlistment in the regular forces.*

Commanding

Trial may be dispensed with.

564. In all cases in which there is no objection to the retention of the man in the army, the commanding officer is empowered to dispose of the case without punishment, and the required stoppages will be imposed as directed in paragraph 563. The soldier will thereafter be treated in respect of his service under his army attestation as if at the time of his enlistment into the regular forces he had been duly released from his Militia engagement.

Records for deserters.

565. At home the regulations laid down in paragraphs 566 to 571 will be observed in respect of escorts despatched for deserters, who will invariably take with them the route card for the journey. Abroad a similar procedure will be followed, as nearly as circumstances admit.

Procedure on receiving notification from civil power.

566. When a notification is received on A. F. O. (16) that a person apprehended in suspicion of being a deserter has been committed to prison to await an escort, a commanding officer will, where the man named is traced as being illegally absent, and evidence as to identity is available, despatch an escort (consisting if possible of soldiers capable of identifying the deserter) to bring the prisoner back should he be detained. A "deserter route" will be traced in for this service, and must be taken by the escort. The officer retained for the duty is the authority to remove the deserter or deserter. Should it, however, appear to the commanding officer that the prisoner is not to be taken without delay, he may direct the man under his command, or that he is an alien, to be taken to the nearest police station, and the escort for the removal of the prisoner the descriptive return will be transmitted to the War Office with the notification to that effect. When the prisoner is brought back to the military station, the descriptive return will be returned by the officer in charge of the escort to the War Office with the other return expenses, being dealt with as provided in the Pay Warrant for the Militia, &c. &c. &c. A deserter's return.

Order for removal.

567. An escort proceeding to receive over from a civil custody a deserter, or deserter without case, will be provided with an order (Form O) for the removal of the man. The man will be given up to the government or civil officer of the prison. When a deserter route is issued this order, which forms part of it, will be detached and similarly given up on taking the prisoner over.

FORM O (printed on A. F.—O 1797).

*Order for the Removal in Military Custody of a Deserter or Absentee without Leave awaiting Escort.*

To the Governor or Chief Officer of Prison.  
Whereas [Insert number, rank, and name] of the  
Regiment, is now in your custody as a deserter or absentee  
without leave awaiting escort, I, the undersigned, being\*,  
, do hereby order you to deliver the said prisoner  
to the escort producing this authority.  
Signed at , this day of , 18 .

568. The commander of each escort is required to compare the deserter and his necessaries with the description and account inserted on the route, as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessaries of the deserter to be misused or made away with on the road. Identity of deserter and his necessaries

569. Such articles of necessaries as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the officer commanding the corps furnishing the escort, and the charge for the same will be defrayed by the officer commanding the company, &c., to which the man belongs, and will be subsequently included in the deserter's accounts. These will not be supplied more than once on any march. Necessaries to be supplied.

570. In cases where identification is necessary, but it appears to a commanding officer doubtful if the deserter should be conveyed to the regimental headquarters, he will make an immediate report to the general officer commanding with a view to special instructions being given. Identification in special cases.

571. An escort which includes a witness capable of identifying a deserter will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the conviction and punishment of the person under Section 152 of the Army Act. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to action being taken for the prosecution of the offender by the police. Persons not identified.

572. When a soldier has been committed as a deserter under the Army Act, Section 154, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Section 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to one of the competent military authorities named in Section 73 of the Army Act, who may, at his discretion, dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeiture. Dispensation from trial for desertion or fraudulent enlistment.

573. A copy of the committal or the confession should accompany the application, and whenever possible, evidence as to the Forms of confessions, desertion and fraudulent enlistment.

\* The undersigned is the commanding officer or other superior authority.



truth of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used :—

*Form of Confession of Desertion.*

I [Here insert name] do hereby  
confess that I am No. of the corps,  
and that I deserted from that corps on [any other  
particulars to be added]. Signed this day of  
(Signature of soldier.)  
(Signature of Commanding Officer.)

NOTE - Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

*Form of Confession of Fraudulent Enlistment.*

I, now being No. of the  
corps, do hereby confess that I was No. in  
the corps, that I absented myself from that corps  
on , and that I fraudulently enlisted in the regular  
forces on the day of at .  
Signed this day of  
(Signature of soldier.)  
(Signature of commanding officer.)

NOTE. - Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment both the above forms may be combined in one form of confession.

Form of  
order dis-  
pensing with  
trial.

574. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved, the following form of order (A. F. - A 46) will be used. —

As it appears from [the annexed confession or the annexed descriptive return (A. F. - O 1618)] that private A.B., No. of has signed a confession of having been guilty of desertion [\*or fraudulent enlistment, +hereby dispenses with the trial of the said soldier with effect from [this date or the day of ] and orders that instead of being tried by a court-martial he shall suffer the same forfeitures and the same deductions from pay (if any) as if he had been convicted by a district court martial of the said offence (with the exception that [Here insert any forfeitures or deductions which he is not to suffer].

(ii) And also hereby further orders that he shall suffer deductions from his pay— (1) until he has made good the value of the deficiency in his arms, ammunition, equipments, instruments, and public clothing at the time at which his absence from his corps began ; (2) also until he has made good the value of the free kit obtained by him on his re-enlistment.

(iii) The actual period of absence and the actual sum sufficient to make good the above compensation will be ascertained by his present commanding officer, and no greater deduction will be made

\* Where the confession includes both offences the form may be varied to suit the case.

† The commander-in-chief, the adjutant general, the general or other officer commanding a district, or, in the case of India, the commander-in-chief in India, or such officer as the commander in chief in India, with the approval of the governor-general of India in Council may appoint in a colony, or elsewhere, the general or other officer commanding the forces.

from the pay of the above-named soldier than is sufficient to make good the sum so ascertained.

By order,  
A.B.

Signed this                      day of

**576.** The forfeitures and deductions from pay which the soldier will suffer under the order that he shall suffer the same forfeitures and deductions as if he had been convicted by court-martial will be—(1) forfeiture of all his service towards discharge prior to date of order (Sec. 79 of the Army Act); (2) forfeiture of any service towards pension, good conduct badge, and pay or deferred pay, which under the Royal Warrant for Pay, &c., he forfeits *ipso facto* on conviction by court-martial of desertion or fraudulent enlistment; (3) his ordinary pay for every day of absence, and also for every day while he is in confinement awaiting the order dispensing with the trial. Penalties incurred.

Any further deductions from pay which are not prescribed by Royal Warrant for Pay, &c., to be consequent on a conviction, will depend upon any award made by the order dispensing with the trial, as in paragraph (1) of A. F. - A. 46.

**576.** The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the court-martial and defaulter sheets as if the soldier had been convicted by court-martial of his offence. Confession and order to be preserved with record of service.

**577.** The following course will be pursued when it may become necessary to take action in Scotland before a civil tribunal in cases of desertion and fraudulent or unlawful enlistment under the following Acts—The Army Act (44 and 45 Vic., c. 58), the Reserve Forces Act, 1882 (45 and 46 Vic., c. 48), and the Militia Act, 1882 (45 and 46 Vic., c. 49). In all ordinary cases the prosecution will be undertaken in the sheriff's court, or before the magistrates of the burgh within whose jurisdiction the case occurs, under the orders of the prisoner's commanding officer, the complaint being made to the sheriff or magistrates, as the case may be, on A. F. - A. 40. Prosecutions of this kind will not be brought in the justice of the peace court. In cases of a grave or difficult nature, or where the offender is a civilian, the case will be reported through the general officer commanding to the lord advocate, in order that the prosecution may be undertaken by the sheriff court local of the district under his instructions. Procedure in Scotland.

**578.** In undertaking prosecutions for military offences before Ireland courts of petty sessions in Ireland, the military authorities will apply in each case to the serjeant in charge of the Royal Irish Constabulary barrack nearest the court in which the prosecution is to take place for the necessary stamps, which will be supplied without cost, giving the name and description of the defendant, and a statement of his alleged offence.

#### Disposal of Military Convicts and Prisoners.

**579.** The forms for the commitment, removal, and discharge of soldiers sentenced by court-martial to penal servitude or imprisonment, or awarded imprisonment by order of a commanding officer, are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in these rules.

Powers of authorities.

580. The powers and functions of the several authorities named in respect of the commitment, removal, and discharge of military convicts and military prisoners are defined in the Army Act, Sections 59 to 67. In giving effect to the provisions of the Act, the following regulations will be observed.

Channel Islands and Isle of Man deemed to be colonies.

581. As regards prisons, and the execution of sentences of penal servitude and imprisonment passed under the Army Act, the Channel Islands and the Isle of Man are deemed to be colonies, and a military convict or military prisoner sentenced in a foreign country will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought.

## Military Convicts

Commitment to prison in the United Kingdom

582. A soldier sentenced to penal servitude (that is, a military convict) will undergo his sentence in the United Kingdom. A military convict sentenced in the United Kingdom will be committed to some public civil prison named by the general officer commanding, and the order of commitment (Form A\*) will be signed by the commanding officer of the convict unless he receives a commitment signed by some superior authority. After the military convict is received into the civil prison he will be dealt with under the orders of the Secretary of State for the Home Department.

Commitment abroad to prison in the United Kingdom.

583. A military convict sentenced in India, or in a colony or a foreign country, will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment (Form B\*) will be signed in India by the commander in chief or adjutant general, or the lieutenant general commanding the forces, or the deputy adjutant general in the Punjab, Bengal, Madras, and Bombay commands, and in a colony or foreign country by the officer commanding the forces.

Intermediate custody

584. General officers will, in communication with the local government, when necessary, make such arrangements and give such orders as may be required for the commitment and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B\*.

Transfer to prison in the United Kingdom.

585. On the arrival of a military convict from abroad, the general officer commanding the district in which the port of disembarkation is, will cause him to be removed to a public civil prison in pursuance of the commitment under which the convict has been sent home. The convict will thereafter be dealt with under the orders of the Home Secretary.

## Military Prisoners

Disposal of military prisoners.

586. A soldier sentenced to imprisonment (that is, a military prisoner) will be classified and dealt with as follows.

- (i) A prisoner will be committed to a public prison when convicted of offences under the Army Act, Sections 17 and 18 (4) (5), or of any offences of a similar character under Section 41, or when sentenced to be discharged with ignominy.
- (ii) A prisoner convicted of a breach of discipline only, and not sentenced to be discharged with ignominy, will be committed to a military prison, but if the term of imprisonment to be undergone does not exceed the limit from time

to time prescribed for sentences to be passed in cells attached to barracks, or in garrison provost prisons, the imprisonment may, if the general officer commanding thinks expedient, be inflicted in those places of confinement. Barrack cells will not, however, be used in the cases of men sentenced to more than 4 days' imprisonment, unless committal to a provost prison would involve expense for travelling. A military prisoner whose sentence exceeds the aforesaid limit may be committed to a provost prison as a temporary measure pending commitment to either a military or public prison.

587. In districts that are without public or military prisons, or where the military prisons are full, or not available on account of a prisoner's religious denomination, or other cause, application will be made to the War Office for instructions as to the disposal of prisoners on A. F. - A 25, "Application for Route," on which should be stated the classification and religious denomination of the prisoner, and the sentence awarded. When the district has no prison accommodation.

588. The order of commitment to a public prison (Form C\*) will be signed by the prisoner's commanding officer, unless he receives a commitment signed by some superior authority. The order of commitment to a provost prison (Form E\*) will be signed by the prisoner's commanding officer, and when a prisoner who is temporarily confined in a provost prison is transferred to a public prison a fresh commitment (Form C\*) must be sent with him for his admission into a public prison. When a soldier is committed to a military prison A. F.—C 355 will accompany the commitment (Form C\*). Form of committal.

589. At stations abroad where there is a military prison, military prisoners will not be committed to, or if committed, retained in the civil prison, if there is room in the military prison, unless authority for the purpose is given by a Secretary of State. Prisoners at stations abroad.

590. Military prisoners in India or a colony will not be committed to civil prisons not authorized by a Secretary of State, except temporarily in case of emergency. Information respecting the authorization of prisons will be conveyed to the civil and military authorities abroad. Civil prisons abroad must be authorized.

591. If a sentence passed in India or a colony exceeds twelve months, and the offender is not, for special reasons, to undergo such sentence in India or a colony, he must, whether committed to a prison abroad or not, be transferred as soon as practicable to a prison in the United Kingdom. The order for the transfer (Form D\*) will be signed by the commander-in-chief or the adjutant-general in India, the lieutenant-general commanding the forces or the deputy adjutant-general in the Punjab, Bengal, Madras, or Bombay commands, or by the officer commanding the forces in the colony, but before ordering the transfer the general officer commanding will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When military prisoners are sent to the United Kingdom to undergo imprisonment, general officers commanding will make arrangements for the custody of the prisoners during transit. Forms of orders which may be legally made are contained in Form D\*. This form will also be used in the case of prisoners whose sentences do not exceed 12 months, but who for any special reason are sent to the United Kingdom to undergo imprisonment. Prisoners in certain cases to be sent to the United Kingdom.

\* See paragraph 610.



When a soldier is sent to the United Kingdom under circumstances which will entail his commitment to a military prison on arrival, A. F. -C 355 will accompany the order for transfer (Form D\* or Form J\*, as the case may be).

Commitment of prisoner on arrival in the United Kingdom.

592. On the arrival of a military prisoner at a port in the United Kingdom, the general officer commanding the district in which that port is, will provide for the immediate removal of the prisoner to some prison to which he might have been committed if he had been sentenced in the United Kingdom. When the removal has taken place under Form D\*, he will complete the order of commitment therein contained, and when under Form J\*, he will make a fresh order of commitment on Form C\*.

Disposal of prisoners from abroad after release at home.

593. Prisoners awarded terms of imprisonment abroad who are sent home to undergo their sentences, but are not to be discharged from the service, will, on release from confinement, join the home battalion, and not the dépôt, unless both battalions are serving abroad. Officers commanding regimental districts will in such cases arrange as soon as possible, but not less than one month before the expiration of sentence, for the transfer of the prisoner from the dépôt to the home battalion, and will forward his documents to the officer commanding the latter, with information as to the place of confinement, date of release, &c. A non-commissioned officer will be sent from the home battalion, to receive the prisoner and conduct him to headquarters. When a portion of the imprisonment is remitted, the authority granting the remission will inform the officer commanding the regimental district, who will then immediately proceed as above.

Medical certificate to accompany every commitment.

594. Every commitment to a civil, military, or provost prison, is to be accompanied by a medical certificate of the state of health of the prisoner. When the medical officer considers the prisoner unfit for the ordinary hard labour of the prison, he is to state the grounds on which his opinion is based.

Documents to be sent with prisoner.

595. When a prisoner is committed to a military prison his default sheet and medical history sheet will be sent with him. On the soldier's release from prison the medical history sheet will be returned to the commanding officer, who will send it back to the medical officer. When the commitment is to a civil prison copies of the prisoner's company default sheet and medical history sheet will be sent with him.

Temporary detention of military prisoner.

596. A military prisoner may, by an order signed by his commanding officer, on Form L\*, be committed for temporary detention not exceeding seven days, to any prison, police station, lock up, or other place of confinement in which prisoners may legally be confined. This order may be made at any time in case of necessity.

## Removal of Military Prisoners

On change of station of unit.

597. When units move from one place to another in the United Kingdom, prisoners undergoing sentence in civil or military prisons will, as a rule, remain there until the termination of their sentence, and the same rule will apply in the case of units moved from the United Kingdom abroad, unless permission is received for the prisoners to accompany their units under paragraphs 601 and 604.

When prisoners may be removed from a public prison.

598. A military prisoner undergoing his sentence in a public prison in the United Kingdom may be removed from prison by the military authorities in the following cases—(1) for the purpose of bringing him before a court military or civil, either for trial, or

\* See paragraph 615.

as a witness or otherwise ; and (2) for embarkation for service abroad.

599. When a military prisoner or a soldier in military custody is bound over under recognizances to appear as a witness before a civil court, and it is necessary to send him there under escort, the non-commissioned officer in charge will be furnished with the necessary funds by his commanding officer, and will be instructed to apply to the court for the expenses of the escort, as well as those of the prisoner. Failing the grant of the expenses, the commanding officer will report the circumstances to the War Office.

Expenses of escorts at civil courts.

600. An order for the removal of a prisoner from a public prison in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, will be made (on Form I\*) by the general officer commanding the district, or station, in which the prison is situate. The escort which removes him will obtain from the governor of the gaol the original order of commitment, and will return it to the governor of the gaol to which the prisoner is returned. If he is returned to a different prison, the officer commanding the district or station where the prisoner is at the time of his return, will make an order for his return to that prison (on Form I\*), which will be delivered to the governor with the original order of commitment. In the United Kingdom authority should be obtained from the War Office before an order is made for the removal of a prisoner from a civil prison.

Removal of prisoner to be brought before a court.

601. Whenever a unit or draft is placed under orders for embarkation for service abroad, a return of its military prisoners in civil or military prisons, with particulars of each prisoner's case, will be furnished on A. F.—B 277 to the general officer commanding, in sufficient time to allow of arrangements being made for removing such of them as may be selected for embarkation. Any change in the situation of a prisoner whose name has been submitted should at once be reported to the general officer commanding, who will issue instructions relating to prisoners whose removal is approved.

Prisoners in the United Kingdom removed for embarkation.

If a prisoner is serving his sentence in a prison situated in a district other than that in which the unit or draft is being prepared for embarkation, the general officer commanding the latter district will request the general officer commanding the former district to order the release under Section 57 of the Army Act. The method of escorting the prisoner from the prison to the unit or draft he is to join will be arranged by the general officers commanding concerned.

Prisoners to go with a unit or draft will not be selected from (i) those undergoing sentence for offences of serious insubordination or of a fraudulent nature unless the release involves a small remission of punishment only ; (ii) those who will not be 20 years of age at disembarkation, if for an Indian or tropical station. Soldiers who are in prison for desertion, absence without leave, or any offence connected with enlistment, should, however, be selected, particularly if they have absented themselves to avoid embarkation. It should also be considered whether men would have formed part of the draft had they not been prisoners.



In the case of men convicted by the civil power it is necessary to obtain sanction from the Home, Scotch, or Irish Officers, as the case may be, and these officers, as a rule, only sanction the release if the bulk of the sentence has been completed. General officers commanding are authorised in such cases to correspond direct with the Under Secretary of State Home Office, Whitehall, London, S.W., the Under Secretary for Scotland, Whitehall, London, S.W.; or the Under Secretary, Dublin Castle, and should send a copy of the civil conviction with their application.

Treatment  
of prisoners  
so removed.

602. Military prisoners removed under paragraph 601 will be treated as prisoners until the sailing of the vessel, unless their imprisonment expires earlier, or unless they are to be treated, under the provisions of paragraph 605, as prisoners on board ship so long as their sentences continue.

Detention  
in custody  
on board  
ship

603. The Army Act authorizes the commander of a ship to receive and detain, as in military custody, any military prisoner or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a prisoner is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the prisoner to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the prisoner should be duly notified to the officer commanding at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

Removal for  
other special  
reason.

604. If the removal of a military prisoner from any public prison to any other public prison in the United Kingdom is desired for any special reason not provided for by regulation, application for permission to make the order should be made to the War Office, or to the commander of the forces in Ireland. The order will be made on Form K.

Prisoners  
conveyed  
shortly  
before em-  
barkation.

605. Military prisoners not included in the return prescribed by paragraph 601, who have been sentenced, shortly before embarkation, to imprisonment for any period not exceeding 21 days, will be embarked and treated on board ship as prisoners so long as their sentences continue. General officers commanding will decide as to the disposal of prisoners whose sentences under similar conditions may exceed 21 days.

Re-embarkation  
in case of dis-  
embarkation.

Nominal lists of all prisoners not to be released on the sailing of the vessel will be sent to the officer in command at the port of embarkation, by general officers commanding, or, in cases of emergency, by commanding officers direct. In the event of the number of prisoners so embarked being greater than can be accommodated, the officer commanding at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for retention being selected by him. The officer commanding the troops on board will, as a rule, release all court-martial prisoners on disembarkation at a station abroad. If necessary, they may be disembarked as prisoners and kept in the guard room, but they must not, under any circumstances, be re-committed to a public prison under their former sentence.

Prisoners  
with un-  
armed draft.

606. When prisoners are included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, &c., and employed as an escort. The arms, &c., will, on the arrival of

the draft at the port of embarkation, be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance store officer for their being returned to the unit which furnishes the draft.

607. When a unit is moved from abroad to the United Kingdom, the prisoners will accompany their unit. When a unit is moved from one station abroad to another, the prisoners will, as a rule, accompany their unit; but if the Rules of Procedure do not admit of the prisoners being re-committed to a public prison on arrival of the corps at its destination, the general officer commanding will decide, in the case of each prisoner, whether he is to accompany his unit, or to complete his sentence and follow his unit.

Removal of prisoners on a corps returning home or changing station abroad.

608. Prisoners ordered to be discharged from the service will not, as a rule, accompany their unit on change of station abroad.

Prisoners for discharge.

609. The order for the removal of prisoners under paragraph 607, will be made on Form J\* or Form K\*, as the case may be, and whenever practicable, notification of the intended removal will be made to the governor of the prison before the arrival there of the escort.

Order for removal abroad.

610. A prisoner may be removed from any public prison out of the United Kingdom to any other public prison as often as occasion may arise, provided the removal is sanctioned by the Rules of Procedure. Form K\* will be used.

Removal from one public prison to another abroad.

611. When regiments move from one station to another, either at home or abroad, the prisoners confined in provost prisons are to be taken with them, and re-committed to the provost prison at the new station. The removal from the provost prison will be effected by an order signed by the commanding officer (Form H\*), under the conditions laid down in paragraphs 614 and 615.

Removal of prisoners from provost prisons on change of station.

#### *Remission of Imprisonment.*

612. When any portion of the sentence of imprisonment which a military prisoner is undergoing is remitted by a competent authority under Section 57 of the Army Act, notice of the remission will be sent, when necessary, to the general officer commanding the district or station in which the prison is, who will make the order for his discharge on Form G\*, and give orders for carrying out the same. In remitting sentences of imprisonment care must be taken that the order is so worded as to admit of the discharge of the prisoner from confinement taking place on the expiration of the reduced term of imprisonment.

Remission of imprisonment, how carried out.

Wording of order of remission.

#### *Discharge from Prison.*

613. An order for the discharge of a military prisoner confined in a public prison will not be required unless the release of a prisoner from prison is desired before the termination of the sentence which he has to undergo. It is to be observed that a soldier discharged from a public prison cannot be received over into military custody under the sentence which he has been undergoing. The general officer commanding a district in the United Kingdom or at a military station abroad may, by an order signed by him (Form G\*), cause a military prisoner to be discharged from a public prison, but the order should not be made except in case of necessity, where the immediate liberation of the prisoner is required. The order should state the necessity of the case, and care is to be taken that it is transmitted or delivered in such a manner as to enable the

Discharge from public prison.

\* See paragraph 625.

governor of the prison to determine the authenticity of the order.

Of prisoner  
in provost  
prison under  
award of  
commanding  
officer.

614. When a military prisoner is undergoing imprisonment under award of his commanding officer in a provost prison, the commanding officer of that prisoner may, by an order signed by him (on Form H\*), cause the prisoner to be discharged from prison before the expiration of the award.

Procedure  
after  
discharge.

615. A prisoner discharged from a provost prison under this order may be released from further confinement, or may be kept in confinement in the guard-room until the expiration of the term of imprisonment awarded, as may be ordered by the commanding officer. If released, the discharge will be held to include remission of the unexpired portion of the imprisonment. If the discharge is made for the purpose of removal with his corps, or for embarkation, the prisoner will be received into custody of an escort.

Soldiers not  
to do duty  
on day of  
release.

616. Soldiers released from provost or other prisons at any hour will be confined to barracks, and be exempted from duty for the remainder of the day. Whenever an exceptional case occurs of a man being placed on duty on the day of his release, a special report of the same is to be made to superior authority.

Time of  
arrival of  
prisoners.

617. When soldiers are committed to civil prisons they are to be sent so as to arrive at the prison before 10 o'clock p.m. Prisoners sent to military prisons are not to arrive later than 6 o'clock p.m.

Strength of  
escorts.

618. The escort of a prisoner is, as a rule, to consist of one corporal and one private; if the prisoner is to be conducted to his unit after surrendering himself, a non-commissioned officer only is sufficient. When parties of two or more prisoners are to be removed from one station to another, the number of privates to form the escort need not in ordinary cases exceed half the number of prisoners. Escorts, on arrival in London, unless their journey would be delayed thereby, should report themselves to the garrison sergeant-major, St. George's Barracks, Trafalgar Square.

Arrival in  
London.

Escorts  
passing  
through  
London.

619. When the route of an escort lies through London, the escort will, when practicable, proceed on to its final destination (see paragraph 1335). When, however, halting for the night in London is unavoidable, the prisoners and escort are to be lodged in St. George's Barracks; and the non-commissioned officer in charge will report himself there to the garrison sergeant-major. Leave to non-commissioned officers and men composing an escort passing through London can only be granted by the General officer commanding the Home District.

Conveyance  
to prison.

620. Covered conveyance for prisoners proceeding to prison must in all cases be provided. Ambulance wagons belonging to the Army Service Corps should, when available, be employed for this service; otherwise conveyance may be hired. The money required for conveying prisoners to prison will be advanced by district paymasters, and the amount entered on the route.

Safe custody  
of prisoners.

621. Escorts are answerable for the safety of prisoners entrusted to their charge, and will be provided with handcuffs from the regimental stores for use in case of necessity. General officers commanding may use their discretion as regards dispensing with prisoners being handcuffed, but if a commanding officer considers it necessary that a prisoner should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier covered conveyance should be provided as

\* See paragraph 615.

directed in paragraph 620. Prisoners should never be marched in military custody through the streets, unless such a course is absolutely unavoidable.

622. A non-commissioned officer, furnished, unless otherwise ordered, by the unit the prisoner is to join, and, when necessary, provided with a regimental route for the journey, will be sent to receive over every prisoner on the termination of his imprisonment. N.C.O. to receive prisoners on termination of sentence.

623. Non-commissioned officers sent to receive soldiers from military custody in another corps will be provided with money to refund the cost of their subsistence while in barracks or in a guard-room. N.C.O.'s receiving soldiers from another corps.

### *Calculating Expiration of Sentence.*

624. The rule for calculating the date on which sentences expire, will be apparent from the following examples:—

(i) A sentence of eight calendar months' imprisonment awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

(ii) A sentence of nine calendar months' imprisonment awarded on the 29th, 30th, or 31st May, expires on the last day of the following February, except in Leap Year, when the sentence awarded on the 29th May would expire on the 29th February.

### *Forms of Orders relating to Prisons.*

625. The following are the forms of orders relating to prisons prescribed by Rule of Procedure 132 and Appendix III attached thereto, with the corresponding Army Form applicable to each case:— Forms of commitment, &c.

Form A (A. F.—C 383).—Form of order for commitment to prison of military convict sentenced in the United Kingdom to penal servitude.

Form B (A. F.—C 384).—Form of order for commitment to prison of military convict sentenced in India, or a colony, or a country abroad, to penal servitude.

Form C (A. F.—C 385).—Form of order for commitment to prison, military or civil, of military prisoners sentenced either in or out of the United Kingdom to imprisonment.

Form D (A. F.—C 386).—Form of order respecting imprisonment under sentence passed out of the United Kingdom and to be undergone in the United Kingdom.

Form E (A. F.—C 387).—Form of commitment to provost prison on conviction by court-martial.

Form F (A. F.—C 388).—Form of commitment to provost prison on award of imprisonment by commanding officer.

Form G (A. F.—C 389).—Order for discharge of prisoner.

Form H (A. F.—C 390).—Form of discharging order in case of imprisonment in provost prison under the award of commanding officer.

Form I (A. F.—C 391).—Order for removal of prisoner to be brought before a court.

Form J (A. F.—C 392).—Order for removal of prisoner for embarkation.

Form K (A. F.—C 393).—Order for removal of prisoner from one public prison to another.

Form L (A. F.—C 396).—Form of order for temporary detention in prison or lock-up.



626. The undermentioned forms, referred to in paragraphs 617, 629, and 630, are in addition to those prescribed by the Rules of Procedure.

Form M (A F B 72) Form of commitment to provost prison for safe custody while awaiting trial by, or sentence of court-martial.

Form N (A F B 94) Form of discharging order in the case of detention in provost prison for safe custody while awaiting trial by, or sentence of court-martial.

Form O (printed on A F O 1797, Deuster route) Form of Order for the removal in military custody of a deserter, or absentee without leave, awaiting escort.

## Military Prisons.

Control,  
rules, and  
object of.

627. Military prisons established at home and in the colonies, under the provisions of the Army Act, are under the control of the "Inspector General of Military Prisons," with whom general officers commanding will correspond direct on all subjects connected therewith. The orders for their interior management, as well as the duties of officers and others employed in them, are laid down in the "Rules for Military Prisons." Military prisons are appointed for the punishment of soldiers sentenced to imprisonment exceeding 42 days, and exceeding also such limit as may from time to time be assigned for sentences to be passed in provost prisons. Soldiers under shorter sentences may, however, be confined in them if it is so directed.

## Provost Prisons.

Prisoners  
committed  
to

628. Provost prisons include garrison and regimental provost prisons, and are intended for the confinement of soldiers summarily awarded imprisonment by the commanding officer, and for carrying into effect sentences of imprisonment by courts-martial for periods not exceeding 42 days, or such longer period as may be specially authorized for any such person. Soldiers sentenced to terms of imprisonment exceeding the periods authorized to be carried out in the available provost prison, may nevertheless be committed to such prison, pending removal to a civil or military prison, if their commitment to a public prison cannot be immediately effected. Provost prisons are under the control and supervision of general officers commanding, and will be managed according to the "Rules for the Management of Provost Prisons." Soldiers confined in provost prisons are in military custody.

Management  
of.  
Military  
custody.

Commit-  
ment for  
safe custody.

629. Provost prisons should also be used for the safe custody of soldiers remanded for trial by court-martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a court-martial, whenever there is available accommodation and arrangements can be made for their being supplied with the ordinary rations and messing of soldiers during such detention. The commitment will be made on Form M\*. The prisoners will not wear prison clothing. They should be allowed to take exercise together during a reasonable portion of each day and be kept apart from prisoners undergoing sentence. They will not be obliged to labour otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those they might be called on to perform if not under detention. As these men will not receive the ordinary prison diet, they will be shown separately in the prison provision accounts.

\* See paragraph 616.

680. Before commitment to prison under sentence of court-martial, a prisoner committed for safe custody as above will be discharged from the provost prison, and Form N\* will be used for this purpose. When the prison is not inconveniently distant, the prisoner will be removed to his corps for the purpose of promulgation of the finding and sentence of the court.

Discharge from such commitment.

681. No cell is to be occupied until it has been certified by the inspector-general of military prisons to be of such a size, and to be ventilated, warmed, and fitted up in such a manner, as may be necessary for the health of the prisoners. The sanction for the occupation of the cells to the extent certified will be communicated to the local authorities by the War Office, and commanding officers of units are to be informed, on their arrival at a station, as to the cells which are fit for occupation. Officers commanding stations will ascertain, before permitting prisoners to be committed to provost prisons, that the foregoing regulations have been complied with.

Inspection of cells in the United Kingdom.

682. At stations abroad, the duty of ascertaining the state of the cells will devolve on a military staff officer appointed by the general officer commanding assisted by an officer of the Royal Engineers. The fitness of the cells for occupation will, before they are occupied by prisoners, be certified by the former officer to the officer commanding at the station.

Inspection at stations abroad.

683. In order to ensure the maintenance of a stringent and uniform discipline in provost prisons, an effectual system of local inspection is necessary, and is to be carried out as follows :—

District inspections of provost prisons.

i. In each district or garrison the general officer commanding will appoint one or more staff or field officers to inspect from time to time the provost prisons.

ii. This inspection should be made at uncertain times, and, as a rule, at least once a month at headquarter stations. At out-stations the inspection may be made quarterly or even half-yearly, but in all such cases reports from commanding officers, stating how the prison discipline is kept up, should be required once a month.

iii. The inspecting officer, when visiting a prison, should see the prisoners at their usual duties and employments, and observe the manner in which the routine is conducted ; prisoners will not on these occasions be formed up for inspection, except for some special reason.

iv. The inspecting officer should satisfy himself that the yard set apart for the punishment or exercise of prisoners is kept exclusively for that purpose, and that the prisoners are not brought into contact with the family of the provost-serjeant or with soldiers not under punishment.

v. An inspection book will be kept at each prison, in which the inspecting officer will note his visits and any observations he wishes to make ; and he will report specially to the general officer commanding on any point which it may be necessary to bring to notice.

684. Prisoners are invariably to be committed to or released from the provost prison after the regular dinner hour, and before dark. The arms and ammunition of all prisoners, as also any money or superfluous article in possession of the soldier, will be taken from him before he is sent to prison, and restored to him upon his return to duty.

Rules for commitment.

685. Except in London, the tunic (if possessed of one), one pair of trousers, and the undress cap of each prisoner committed to

Prisoners' uniform.

\* See paragraph 679.



**Prisoners in London.** Garrison cells or provost prisons are to be left in charge of the provost-serjeant for use on Sundays when the prisoners are marched to church. In London, prisoners committed to garrison cells or provost prisons will take with them such of the clothing and necessaries in their possession as will be required for use during their detention.

**Medical examination.** 636. Before admission to provost prisons prisoners are to be examined by a medical officer, who will furnish a certificate as to their state of health, and report any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

**Prisoners to be sent for on expiration of sentence.** 637. Commanding officers are to send to the cells for their prisoners at the expiration of the terms of their imprisonment. Should they fail to do so, the provost-serjeant is to send the men, under the charge of one of his assistants, to their corps, or to the corps to which they have been attached, so that no one shall, by any possibility, be detained in confinement beyond the period of his sentence.

## *Garrison Provost Prison and Provost-Serjeants.*

**Garrison provost prisons.** 638. The garrison provost prison will be under the control and supervision of the officer commanding the station, and will be placed under the charge of a provost-serjeant, specially appointed by the authority of the Secretary of State for War; if no such person has been appointed, the officer commanding the station will provisionally appoint a serjeant from a corps under his command, and report his name to the War Office.

**Visiting of the cells.** 639. Garrison provost prisons are to be inspected, and each prisoner visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the officer commanding the garrison.

**Prison duties of provost-serjeant.** 640. The garrison provost-serjeant is responsible that the prison regulations are strictly observed, that the prisoners are properly subsisted and kept in safe custody, that all complaints are brought to the notice of the inspecting officer, and that the prisoners are released at the expiration of their sentences.

**Obligations as to receiving and releasing prisoners.** 641. Before receiving a prisoner into custody the garrison provost-serjeant will ascertain that he has been committed by proper authority, and will, without reference to other authority, receive all such prisoners to the extent of the accommodation available. He will also discharge prisoners before the expiration of their sentences when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

**Available accommodation to be reported and ascertained.** 642. He will make a daily report to the staff officer of the garrison of the number of vacant cells, and commanding officers before committing prisoners to the garrison provost prison will ascertain whether they can be received in that prison.

**Assistants.** 643. He is to be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook.

**Duties in garrison.** 644. He will perform such garrison duties as may be directed by the officer commanding. He will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.

**Garrison police.** 645. He will be assisted in his duties by a garrison police

composed of such number of soldiers as may be deemed necessary by the officer commanding.

646. The garrison provost-serjeant and the garrison police will, Command. for discipline, be placed under the command of a staff officer serving at the station.

#### *Regimental Provost Prisons and Provost-Serjeants.*

647. Regimental provost-prisons will be governed by the same Regimental provost prisons. rules as the garrison provost prisons, but will be under the control and supervision of the officer commanding the unit to which the prison is appropriated. The prison will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

648. When the strength of a detachment is under one squadron Provost-serjeant, when not allowed. or two companies, the prison will be placed under the charge of the non-commissioned officer commanding the barrack-guard, who will perform the duties of the prison without remuneration. Care must be taken to keep the prisoners entirely apart from soldiers detained in the prisoners' room and guard-room cells.

649. Regimental provost prisons are to be inspected, and each Visiting of the cells. prisoner visited daily by an orderly officer of the unit and by a medical officer, who will make their reports to the officer commanding.

650. When it is necessary to imprison in a regimental provost Prisoners of other corps. prison soldiers of other units, such soldiers are to be attached to and subsisted by the unit to which the prison is appropriated until they are released and sent to their own unit.

651. The regimental provost-serjeant will be assisted in main- Regimental police. taining order and regularity in barracks or camp by the regimental police, who will be placed under him. These men will be selected for their general steadiness. Their number will vary according to circumstances, but is never to exceed six.

652. The duties of the regimental provost-serjeant and regi- Duties of provost-serjeant and regimental police. mental police are similar to those of the garrison provost-serjeant and the garrison police, but will be confined generally to maintaining order and regularity in their own barracks and units. They, however, have authority to quell all disturbances in the garrison, and may, if occasion arises, apprehend offenders of any corps.

## INTERIOR ECONOMY.

### General Instructions.

653. Officers are to provide themselves with the latest editions Books to be kept by officers. of the under-mentioned books :—

#### I. All officers.

"The Queen's Regulations and Orders for the Army."

"Manual of Military Law."

"Regulations and Instructions for Encampments and Cantonments."

The Field Service Manual applicable to their branch of the service (when a manual is published).

#### II. Cavalry officers.

"Cavalry Drill."

"Musketry Regulations."

"Rifle and Carbine Exercises."

## Officers' and Soldiers' Letters.

100

off roll of  
boys

buglers, and included in the establishment as such, are to be struck off the roll of boys, although under 18 years of age.

Boys of 18.

Other boys, on attaining the age of 18, will cease to be included in the roll of boys, and should they, on reaching that age, be physically unfit for the ranks, they should be examined by a medical board and dealt with under paragraph 1805 (ii) 7.

### Officers' and Soldiers' Letters.

Postage  
privileges.

731. Soldiers, other than warrant officers, may send or receive their private letters, not exceeding half an ounce in weight, to or from any of Her Majesty's possessions abroad, by a British mail packet for a postage of 1d each. Such letters will be transmitted by the quickest route available without extra payment. The postage must be prepaid upon letters posted in the United Kingdom; otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2d each on delivery.

Letters sent  
by or to  
soldiers.

732. The regimental number, rank, and corps of a soldier are to be superscribed on the envelope of each letter he sends and the commanding officer will endorse it with his name and rank in his own handwriting, thus:

<p>From 195, A. H., Corporal in ..... Regiment.</p> <p>To.....</p> <p>.....</p> <p>C. D., .....</p> <p>Commanding</p> <p>..... Regiment, Detachment, &amp;c</p>
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In the case of a non-commissioned officer or soldier employed on military duties away from his corps, his rank and employment must be specified in the address of letters sent to him, and in regard to letters sent by him, these must be endorsed by the officer under whom he may for the time be serving. The letters of staff clerks and soldiers attached to staff officers should be endorsed by the officer in charge. Commanding officers will be careful not to frank letters of warrant officers or letters over half an ounce in weight.

When  
postage  
stamp  
is  
procureable

733. When troops are engaged in places where postage stamps cannot be obtained, soldiers should write in the envelope of their letters a certificate of that effect. Such certificate shall be signed by the officer or commanding. The circumstances in which this is done should at once be reported by the officer in charge to the Postmaster General, London, in order that steps may be taken for collecting from the addressers only the postage actually deficient instead of the full rate as in ordinary cases of unpaid letters.

Letters sent  
to soldiers.

734. The addressers on all letters sent to soldiers should specify their regimental number, rank, and corps or detachment. Letters addressed to soldiers, or sent by them, if endorsed as above directed are not liable, either at home or abroad, to additional postage when redirected.

735. These privileges are only allowed for letters intended for, addressed to, or written by soldiers, and serious notice will be taken of any act or connivance whereby they are, either directly or indirectly, abused. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage.

Privileges  
not to be  
abused.

736. No charge beyond the rate of postage fixed by Act of Parliament is to be made, by any person whatever, against soldiers for the delivery of their letters. At stations where the barracks are within the limits of the free delivery, the Postmaster-General will deliver letters at the barracks free of expense if the commanding officer prefers that mode of delivery to their being called for at the post-office.

Delivery of  
soldiers'  
letters.

737. Post-office letter-carriers are not to be unnecessarily detained or required to distribute letters in barracks, but a non-commissioned officer is to be detailed to receive and distribute them, and to pay any charges for postage.

Post-office  
letter-car-  
riers not to  
be detained.

738. At stations where the barracks are beyond the limits of the free delivery, the letters are to be called for at the post-office by an orderly non-commissioned officer, who will be provided with funds to pay any charges for postage.

Regimental  
post  
orderly.

739. Letters addressed to officers, whether at home or abroad, will be re-directed and delivered without extra charge when such officers have moved to another station.

Officers  
re-directed  
letters.

## PROMOTION, EMPLOYMENT, &c., OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN.

### Warrant Officers.

740. The qualifications necessary for warrant rank are laid down in the Royal Warrant for Pay, &c., and in addition, a first class certificate of education, or the qualifications which are accepted instead thereof under the "Army School Regulations," is essential, except for skilled artificers of the armourer and machinery artificer sections, Army Ordnance Corps, and for the next step of promotion above the rank or appointment held by any non-commissioned officer on the 1st January, 1889. A serjeant-major of cavalry or infantry, if not in possession of a "Warrant and non-commissioned officers' certificate of musketry," will be required to obtain one at the earliest opportunity after promotion. Serjeant-majors of battalions and infantry depôts at home will, shortly before promotion to that rank, or if that is not feasible, as soon after promotion as possible, go through a course of instruction at Aldershot or the Curragh in the physical training of recruits (see paragraph 1264). In forwarding applications for such promotions it will be stated whether the non-commissioned officer has been through the course, and if so, when.

Qualifica-  
tions.

741. Application for the promotion of a non-commissioned officer to warrant rank, will be made through the general officer commanding. These applications will be accompanied by a return on A. P. B 299, and the documents named therein, and will be addressed to the War Office. Applications regarding men of the Army Ordnance Corps will be submitted through the officer commanding Army Ordnance Corps, Woolwich. In the case of

Applica-  
tion for Warrant  
rank.  
Documents  
to accom-  
pany applica-  
tion.



existing in a unit on behalf of officers or men, to be withheld from this audit. The board will examine all vouchers and see that they are correct, they will satisfy themselves that no liabilities are omitted from the balance sheet, that no assets are overestimated and that the cash credits are actually available.

The balance of the funds will be entered in the proceedings, which will be made out on A. F. A. 2, and the board will record thereon that these instructions have been carried out. The proceedings will then be laid before the commanding officer for his approval, and they will be read out at the quarterly meeting laid down in paragraph 941, and passed before the general officer commanding at his annual inspection.

officers in temporary command.

676. Officers in temporary command of units will not issue any standing orders, nor alter those which are at the time in force, or authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent commanding officer, or to the general officer commanding. On the other hand, an officer while absent from, and not in the exercise of his command, cannot issue regimental or other orders relating to such command.

C.O. to train his officers.

676. Commanding officers are responsible for the theoretical and practical training of their officers in professional duties, and for their being qualified for promotion. They will instruct the officers, particularly the subalterns, in the following subjects:—Regimental Duties, Drill, Military Law, Duties in the Field. They will see that officers commanding squadrons, batteries, and companies instruct the officers under them in these subjects, and will cause the second in command to instruct and examine all officers from time to time. They are responsible for the instruction, as soon as possible after they join their unit, of those officers who have not been through practical courses of field fortification and military topography. Officers of the mounted branches should be practised in sketching on horseback.

General officers commanding will, at their annual inspections, report fully on the knowledge possessed by each officer, and will, if necessary, direct the staff officer for instruction to assist the commanding officer in perfecting his regimental system of instruction.

Practical instruction by C.O. in the field.

677. Commanding officers will thoroughly instruct and practise their officers in outpost and other field duties. They will often direct field officers and captains to take command on parade, and to exercise the unit. They will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

Exercises, lectures, &c.

678. There are no places where the ground is not suitable for some movement of troops, or where officers cannot be exercised in working out tactical schemes. Such schemes afford a most valuable means of instruction. It is most desirable to give all ranks plenty of healthy occupation, and this is easily combined with professional instruction. If the climate restricts outdoor instruction, lectures, catéchisms, and schemes must be substituted.

Efficiency and conduct of officers to be reported.

679. It is the duty of a commanding officer to bring especially to the notice of the inspecting general without favour or partiality any officers who may be distinguished for proficiency in their duties, who have best instructed their recruits, or shown most proficiency at the field training of their companies, &c. He will also bring to notice those who, from incapacity or habitual inattention, are deficient in a knowledge of their duties, or do not afford him that support which he has a right to expect from them, or conduct

themselves in a manner injurious to the efficiency or credit of the corps.

**680.** In the Royal Artillery, batteries or companies are to be formed into divisions of not more than three batteries or companies each, under the command of a lieutenant-colonel, who exercises the powers of a commanding officer. Command in Royal Artillery.

#### Duties of Regimental Officers other than Commanding Officers.

**681.** In the cavalry and infantry the second in command will, under the commanding officer, exercise a general superintendence over the regiment or battalion. Second in command.

**682.** Field officers should make themselves thoroughly acquainted with the professional abilities and acquirements of all officers placed under their supervision, and officers commanding companies, &c., should acquire similar knowledge with regard to their subalterns, who ought at all times to look to them for information and advice. Senior officers supervise and assist juniors.

**683.** Majors of cavalry and infantry, excepting only the second in command, will command a squadron or company, and will perform all regimental duties as captains. Every officer commanding a company, &c., whether temporarily or otherwise, is charged with the equipment, ammunition, clothing, and public stores appertaining thereto, and is accountable for them to his commanding officer. He is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men as well as to that of their clothing, arms, accoutrements, barracks, or quarters. He is bound to take charge of, and is responsible for, all money received on account of his company, &c. He will take special care that such money is expended in strict conformity with the regulations, and with a due regard to the interests of his men. Non-commissioned officers are not to be subjected to the risk of loss by having public money placed in their hands. Responsibility of officers commanding squadrons, companies, &c.  
Care of public money.

**684.** General officers commanding will exercise a general supervision over the manner in which pay lists and accounts are rendered by the officers severally concerned, and any officer commanding a company, &c., who is found to render his pay list incorrectly or his accounts inaccurately, will be directed to attend at a pay office of the Army Pay Department for advice and instruction. Pay lists, &c.

**685.** Every officer who has been two years in the service is expected to be capable of commanding and exercising a squadron, battery, or company in every situation, and to be perfectly acquainted with its interior management, economy, and discipline; and if he has been two years in command of the same, to be competent in every respect to undertake the duties of a field officer. All subaltern officers who have not passed the examination for the rank of captain are to attend the monthly settlement of soldiers' accounts, and make themselves acquainted with the system of keeping them. All officers on first joining their units will attend the armourer-sergeants shop in order to learn, by practical instruction, to distinguish the difference between a clean and dirty carbine or rifle barrel. Every officer, before he is dismissed drill, will be required (i) in the cavalry, to go through a course of army signalling instruction, to ride in the ranks, to strip and put together a saddle, to correctly saddle, bit, and turn out in marching order a horse, to put together the harness of and to harness a horse in the squadron cart; (ii) in the artillery, to drive in the centre, lead, and wheel; (iii) in the Army Service Corps, to be proficient in "rule and drive" and "long-rein driving."

(Q.R.)



Soldiers' Accounts, Small-book, &c

Paying  
soldiers  
Certificates  
by C.O.

686. Every issue of pay to non-commissioned officers and men is to be made in the presence of an officer.

687. A commanding officer will certify on the monthly return of his unit which he transmits to the War Office, that the men have been paid in accordance with the regulations.

Keeping and  
signing  
accounts

688. Officers commanding companies, &c., are responsible for each man's account being properly kept and signed at every monthly settlement, and for the balance, if any, being correctly carried forward.

Kit and  
debts of  
deserters

689. When a soldier is given up to another corps as a deserter therefrom, his kit is to be sent with him, and his account settled between the captains as in cases of transfer. When the deserter is handed over from one branch of the service to another, such articles of his kit as cannot be made use of in the corps which he is to join are to be sold in his original corps, and the proceeds remitted to the officer commanding his future company, &c., to be credited to the man's account.

Private  
property of  
soldiers  
sentenced to  
penal serv-  
itude or im-  
prisonment

690. When a soldier is sentenced to penal servitude or imprisonment on the expiration of which he will not rejoin his corps, he will be informed that the military authorities are not responsible for the custody of any private property which he may possess. At the same time, so far as may be possible, every facility will be given to him for making private arrangements for the custody or disposal of his property, including articles of regimental necessaries not required to be sent with him to the prison, or any articles to which he may attach a special value. Should he, however, decline or fail to make private arrangements prior to quitting his corps, any articles then remaining in military charge will be sold by auction, in the same manner as the effects of deserters.

Exemption

691. Paragraph (690) will not apply to deserters and soldiers convicted of felony, whose property will be dealt with in accordance with the "Regimental Debts Act" and the Warrant and Regulations relating thereto.

Soldiers'  
small books.

692. Every non-commissioned officer and man is to be in possession of a "small book" (A. F. B. 50), which he is to show at kit inspection. Commanding officers are responsible that the books are regularly entered up. It is to the soldier's interest to take care that the book is correctly kept, and any man who defaces his book, or loses it by neglect, is liable to punishment and to replace it at his own expense. When a soldier is discharged, he is to retain his book. In case of desertion the book, if left behind, will remain in charge of the corps. On the death of a soldier his book will be sent to the War Office to be forwarded to his representatives.

Entries to  
be made in  
small book.

693. Particulars of the soldier's monthly balance debit or credit, his description and religion, previous service, next of kin, promotions or reductions, service abroad, campaigns and actions, medals and decorations (British and foreign), wounds or injuries, distinguished conduct, educational certificates or authority for release from attendance at school classes of instruction passed trade classification, special accreditations, musketry or gunnery examination, good conduct pay increases, children, and becoming non-effective, will be entered in his "small book," at the places and in the ways directed in the book itself. A soldier who is unable to sign his name to any entry requiring his signature will make his

mark, and this will in every case be verified by the signature of a witness other than the pay serjeant.

694. A soldier is to be classified under one of the following denominations:—

Religious  
denomina-  
tions.

Church of England;  
Presbyterian;  
Wesleyan;  
Other Protestant (not included in the foregoing);  
Roman Catholic;  
Jew.

695. The entries of next-of-kin in the "small-book" are to be verified and corrected soon after the 1st January in each year, and a report that this has been done is to be made in the monthly return of the 1st February following. These entries of next-of-kin in the "small-book" have no legal effect whatever as regards the distribution of property in the event of death, and unless a formal will is executed the soldier's estate will be dealt with as if he died intestate. The "small-book" contains forms of wills, and rules for executing the same. A will when executed should be carefully kept, either folded in the "small-book" or in any other manner calculated to preserve it (*see* paragraph 1716).

Entry of  
next-of-kin  
in small-  
book.

Soldiers'  
wills.

Forms in  
small-book.

696. Instructions regarding savings banks are contained in the "small-book." Savings bank clerks, under Article 852 of the Royal Warrant for Pay, &c., will not be allowed for units in which the number of open accounts is less than ten. In such cases commanding officers will arrange for their ordinary clerical staff to keep the savings bank ledger without extra remuneration.

Savings  
banks.

#### Soldiers' Messing and Cooking.

697. It is the duty of the commanding officer to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the "Manual of Military Cooking" is to be adhered to as far as practicable. An evening meal is invariably to be furnished in addition to breakfast and dinner.

Messing.  
Manual of  
Military  
Cooking

698. To improve the quality and reduce the cost of the soldier's messing to the utmost, commanding officers will arrange for the supply of groceries, vegetables, milk, &c., through the regimental institute.

Messing  
supplies.

699. Orderly officers are to visit and inspect the kitchens and cooking apparatus daily, and are also to visit the barrack-rooms during the breakfast, dinner, and evening meal hours, in order to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements are to be made by the commanding officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the companies, &c., according to their strength, and credited to the messing. An account of the fund and its appropriation is to be published monthly in regimental orders.

Inspection  
of kitchen  
and meal.

Account of  
refuse fund  
to be pub-  
lished in  
Orders

700. At home, rations of bread and meat will, as a rule, be inspected at noon, on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather, it may be necessary to make the inspection at 7.30 a.m. on the day of issue.

Inspection of  
bread and  
meat.

The key of the meat store will be kept in the charge of the non-commissioned officer of the guard, and will always be available for the inspecting officers.

701. A "Guide to Meat Inspection for Regimental Officers" is published by authority and is of great assistance in judging the quality of meat.

Guide to  
meat inspec-  
tion.

Serjeant-cook pre-  
liminary  
training

Confirmation  
of appoint-  
ment.

Duties of  
the serjeant  
cook

Cooks.

Second cook

Vacancies  
to be  
reported

Rules for  
grant of  
messing  
allowance

702. A non commissioned officer selected for training at the Army School of Cookery at Aldershot as serjeant-cook or second cook, must have at least five more years to serve

703. The issue of the parchment certificate of qualification from the School of Cookery, Aldershot, will be the confirmation of the non-commissioned officer in the appointment of serjeant cook.

704. The duties of the serjeant cook are detailed in the "Manual of Military Cooking." He will personally superintend all cooking done in regimental cook-houses, and see that it is performed in accordance with the instructions contained in that manual. One cook per company, &c., will be placed under his orders, and will not be changed save at long intervals, or for misconduct. In special circumstances the commanding officer may detail an assistant cook per company, &c., who should be changed weekly.

705. A second cook may be trained at Aldershot for every corps entitled to have a serjeant cook, with a view to his being available, when required, to replace the serjeant cook, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second cook will do duty in the ranks. He is not to receive his certificate of efficiency until he has served the probationary period of three months cumulatively, during the absence of the serjeant cook. The second cook ought, if he has given satisfaction, to succeed to the appointment of serjeant cook when it falls vacant. No expense is to be entailed by the appointment of second cooks, beyond the travelling expenses to and from Aldershot.

706. Every vacancy in the appointment of serjeant cook and second cook, and the cause thereof, is to be at once reported to the general officer commanding at Aldershot. In the case of a serjeant-cook, the report will state whether the second cook has been appointed to fill the vacancy, and if the vacancy is due to inefficiency the certificate of competency will be surrendered and forwarded at the same time.

## Messing Allowance.

707. It will be the duty of the commanding officer, as a condition of the grant of messing allowance, except in the case of a soldier who holds a permanent rank above that of private (ancestral position rank and acting rank not being recognized as permanent rank) —

(a) To certify in conjunction with the medical officer that in their opinion the soldier is at least 18 years of age.

(b) To ascertain whether he has been a full period of six months under training, exclusive of days of absence and days in hospital and whether during the period of such training he has made satisfactory progress. Men who have fraudulently enlisted, or who rejoin the colours after desertion, will not be allowed to reckon their previous service towards the period of six months service required to qualify them for the receipt of the allowance, unless such service was satisfactorily completed for the whole of the period in question, and unless they were absent from the colours less than two years. Men who purchase their discharge and subsequently re-enlist will be similarly treated.

In the case of a soldier enlisted before the 1st April, 1898, who claims to draw messing allowance, the commanding officer will require the soldier to sign a statement in which he states his record of service to the effect that he elects to conform to the new rules.

## Soldier-Servants and Orderlies.

708. The employment of soldiers as servants is sanctioned as an exception under the following regulations.

Regulations  
for employ-  
ment.

mark, and this will in every case be verified by the signature of a witness other than the pay-serjeant.

694. A soldier is to be classified under one of the following denominations — Religious denominations.

- Church of England;
- Presbyterian;
- Wesleyan;
- Other Protestant (not included in the foregoing);
- Roman Catholic;
- Jew.

695. The entries of next-of-kin in the "small-book" are to be verified and corrected soon after the 1st January in each year, and a report that this has been done is to be made in the monthly return of the 1st February following. These entries of next-of-kin in the "small-book" have no legal effect whatever as regards the distribution of property in the event of death, and unless a formal will is executed the soldier's estate will be dealt with as if he died intestate. The "small-book" contains forms of wills, and rules for executing the same. A will when executed should be carefully kept, either folded in the "small-book" or in any other manner calculated to preserve it, *see* paragraph 1716). Entry of next-of-kin in small-book.  
  
Soldiers' wills.  
  
Forms in small-book.

696. Instructions regarding savings banks are contained in the "small-book". Savings bank clerks, under Article 832 of the Royal Warrant for Pay, &c., will not be allowed for units in which the number of open accounts is less than ten. In such cases commanding officers will arrange for their ordinary clerical staff to keep the savings bank ledger without extra remuneration. Savings banks.

#### Soldiers' Messing and Cooking.

697. It is the duty of the commanding officer to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the "Manual of Military Cooking" is to be adhered to as far as practicable. An evening meal is invariably to be furnished in addition to breakfast and dinner. Messing.  
Manual of Military Cooking.

698. To improve the quality and reduce the cost of the soldier's messing to the utmost, commanding officers will arrange for the supply of groceries, vegetables, milk, &c., through the regimental institute. Messing supplies.

699. Orderly officers are to visit and inspect the kitchens and cooking apparatus daily, and are also to visit the barrack-rooms during the breakfast, dinner, and evening meal hours, in order to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements are to be made by the commanding officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the companies, &c., according to their strength, and credited to the messing. An account of the fund and its appropriation is to be published monthly in regimental orders. Inspection of kitchen and messes.  
  
Account of refuse fund to be published in Orders.

700. At home, rations of bread and meat will, as a rule, be inspected at noon, on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather, it may be necessary to make the inspection at 7.30 a.m. on the day of issue. Inspection of bread and meat.

The key of the meat store will be kept in the charge of the non-commissioned officer of the guard, and will always be available for the inspecting officers.

701. A "Guide to Meat Inspection for Regimental Officers" is published by authority and is of great assistance in judging the quality of meat. Guide to meat inspection.



the regimental depôt for duty, may be accompanied by their soldier servants.

Allowance in lieu.

711. Officers are not permitted to employ European soldiers at stations where an allowance is drawn in lieu of servants, except in Egypt, for which station special provision has been made.

Officers employed temporarily detached.

712. Officers employed as superintendents of gymnasia, in acting staff appointments, on staff duty in the field, under instruction at the gymnasium, Adershot, or on any temporary military duty away from their units, may retain their soldier servants.

Officers returning as invalids.

713. The general officer commanding may permit a soldier servant to accompany an officer returning home from abroad on account of severe illness. The arrival of a soldier in such circumstances in the United Kingdom is to be reported to the War Office.

At Staff College.

714. Officers at the Staff College are not allowed to retain their soldier servants, but cavalry officers who have their full number of horses with them are allowed one batman from their regiment. In such a case a route will be furnished for the man both in going from, and in returning to, his unit, but a route will not be issued for another man to replace him should he be for any reason returned to duty.

Officers on leave.

715. Commanding officers may authorise one soldier servant to attend a regimental officer proceeding on leave of absence not exceeding his usual annual leave, but they will not without special sanction from the general officer commanding authorise him to leave the United Kingdom. Soldiers so employed are to be accounted for in the returns, as "servants to officers absent," and not as "on furlough."

Permitted to servants.

716. The payment by officers to soldiers employed as their servants is 2s. 6d. per week in the cavalry and artillery, and 1s. 6d. per week in the infantry. Squadron or battery serjeant-majors, quartermaster serjeants, serjeants, and farriers of the mounted services are to pay soldiers employed in looking after their horses and appointments 1s. 6d. per week. Trumpeters and mark and file who, in particular circumstances, require to have their horses and appointments looked after, are to pay 1s. per week. Staff serjeants who do not attend mounted parades will not be liable to this charge except when circumstances require them to ride.

Employment of mounted orderlies.

717. The number of soldiers employed as orderlies, mounted or dismounted, is always to be reduced to the lowest possible limits. In the case of mounted orderlies the precise time at which the despatch is sent off, and the rate at which it is to be conveyed, are to be clearly written on the cover. The rate is not, except in urgent cases, to exceed six miles an hour, and the orderly, on all occasions when there is no letter to take back, is to return instantly. A receipt is always to be given to a mounted orderly delivering a despatch, the hour at which it is received being specified. These instructions, and the rate at which he is to travel, are to be explained to the orderly at the time he is despatched.

### Married Soldiers.

Regulations.

718. Instructions with regard to the married establishment are contained in the "Allowance Regulations."

Warrant officers.

719. A warrant officer need not obtain the consent of his commanding officer before he marries, but he should inform him of his intention to do so.

Consent of R. O. before going to other.

720. A soldier, other than a warrant officer, will not be placed on the married roll unless he has obtained the consent of his commanding officer before marriage. This consent should only be

given when the commanding officer has satisfied himself as to the good character of the woman.

**721.** To qualify for admission to the married roll, all men below the rank of sergeant must have — (1) 5*l.* in the Army or Post Office Savings' Bank; (2) 7 years' service; (3) two good-conduct badges. Qualifications.

**722.** A commanding officer is not to sanction the marriage of a soldier in anticipation of a vacancy. Any soldier who marries without the consent of his commanding officer or was married before enlistment, will be thereby debarred from being placed at any subsequent time on the married establishment without the permission of the general officer commanding, which is not to be given unless the conditions in paragraph 721 are fulfilled, and unless there is an actual vacancy and no qualified applicants for leave to marry exist. In the Royal Engineers, Royal Army Medical Corps, and Army Ordnance Corps, these cases will be referred to the officer commanding the corps; in the Army Service Corps and Army Pay Corps, to the War Office. Leave to marry.  
Without leave.

**723.** Officers commanding units abroad are to keep the officer commanding the depot informed of the ranks and names of all men on the married roll, and of vacancies which occur in it (stating the names of the women causing the vacancies), and at the same time to name those whom they recommend to fill vacancies, and to state whether passages for them from England are required. Vacancies abroad, how filled.

**724.** No soldiers are to be allowed permanent passes to sleep out of their quarters except those (1) who have married with leave, and who, together with their wives, are of good character, and (2) widowers with children, if approved by the commanding officer. Such men must be regular in their duties, orderly in their lodgings or quarters, exact in their dress, and never leave their lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders is to be brought into barracks. Sleeping out of quarters.

**725.** In special cases where a soldier married without leave has children, the commanding officer may grant him permission to be out of mess, in order to support his family. Men married without leave, out of mess.

### Boys.

**726.** Boys are enlisted under the conditions laid down in the "Recruiting Regulations," and are included in the establishment of privates. Enlistment.

**727.** Should a boy enlisted for training as a trumpeter, drummer, bugler, or musician, make no progress during the first six months of his service, he may, with his own consent, be transferred to the tailor class, although that class may already have its full complement of boys. Transfer from one class to another.

**728.** The number of boys allowed for training as trumpeters, drummers, buglers, or musicians, is authorised primarily in order that the drums and bugles may be maintained in a state of efficiency, and boys are therefore not to be trained as musicians unless this can be done without detriment to the drums and bugles. Musicians.

**729.** Boys enlisted to fill vacancies in battalions serving abroad will be sent to those battalions on the first opportunity after they have completed three months' service and have attained the age necessary for serving abroad, and will not be retained with the home battalion without permission from the War Office. Enlisted for vacancies abroad.

**730.** Boys appointed bandmen, trumpeters, drummers, or Musicians to be struck



off roll of  
boys.

buglers, and included in the establishment as such, are to be struck off the roll of boys, although under 18 years of age.

Boys of 18

Other boys, on attaining the age of 18, will cease to be included in the roll of boys, and should they, on reaching that age, be physically unfit for the ranks, they should be examined by a medical board and dealt with under paragraph 1805 (m) 7.

Officers' and Soldiers' Letters.

Postage  
privileges.

731. Soldiers, other than warrant officers, may send or receive their private letters, not exceeding half an ounce in weight, to or from any of Her Majesty's possessions abroad, by a British mail packet for a postage of 1d each. Such letters will be transmitted by the quickest route available without extra payment. The postage must be prepaid upon letters posted in the United Kingdom, otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2d each on delivery.

Letters sent  
by or to  
soldiers

732. The regimental number, name, rank, and corps of a soldier are to be superscribed on the envelope of each letter he sends, and the commanding officer will endorse it with his name and rank in his own handwriting, thus:

*From 100, A B, Corporal in ... .. Regiment.*

To.....

C.D. ....

*Commanding*

..... Regiment, Detachment, &c

In the case of a non-commissioned officer or soldier employed on military duties away from his corps, his rank and employment must be specified in the address of letters sent to him, and in regard to letters sent by him, these must be endorsed by the officer under whom he may for the time be serving. The letters of staff clerks and soldiers attached to staff offices should be endorsed by the officer in charge. Commanding officers will be careful not to frank letters of warrant officers or letters over half an ounce in weight.

When  
postage  
stamp is  
prescribed

733. When troops are engaged in places where postage stamps cannot be obtained, soldiers should write on the envelopes of their letters a certificate to that effect. Such certificate should be signed by the officer commanding. The circumstances in which this is done should at once be reported by the officer in chief's command to the Postmaster General, London, in order that steps may be taken for collecting from the addressee only the postage actually deficient instead of the double rate as in ordinary cases of unpaid letters.

Letters sent  
to soldiers  
by .....

734. The addresses on all letters sent to soldiers should specify their regimental number, rank, and corps or detachment. Letters addressed to soldiers, or sent by them, if endorsed as above directed are not liable, either at home or abroad, to additional postage when restricted.

735. These privileges are only allowed for letters intended for, addressed to, or written by soldiers, and serious notice will be taken of any act or connivance whereby they are, either directly or indirectly, abused. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage. Privileges not to be abused.

736. No charge beyond the rate of postage fixed by Act of Parliament is to be made, by any person whatever, against soldiers for the delivery of their letters. At stations where the barracks are within the limits of the free delivery, the Postmaster-General will deliver letters at the barracks free of expense if the commanding officer prefers that mode of delivery to their being called for at the post-office. Delivery of soldiers' letters.

737. Post-office letter-carriers are not to be unnecessarily detained or required to distribute letters in barracks, but a non-commissioned officer is to be detailed to receive and distribute them, and to pay any charges for postage. Post-office letter-carriers not to be detained.

738. At stations where the barracks are beyond the limits of the free delivery, the letters are to be called for at the post-office by an orderly non-commissioned officer, who will be provided with funds to pay any charges for postage. Regimental post orderly.

739. Letters addressed to officers, whether at home or abroad, will be re-directed and delivered without extra charge when such officers have moved to another station. Officers re-directed letters.

## PROMOTION, EMPLOYMENT, &c., OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN.

### Warrant Officers.

740. The qualifications necessary for warrant rank are laid down in the Royal Warrant for Pay, &c., and in addition, a first class certificate of education, or the qualifications which are accepted instead thereof under the "Army School Regulations," is essential, except for skilled artificers of the armourer and machinery artificer sections, Army Ordnance Corps, and for the next step of promotion above the rank or appointment held by any non-commissioned officer on the 1st January, 1889. A serjeant-major of cavalry or infantry, if not in possession of a "Warrant and non-commissioned officers' certificate of musketry," will be required to obtain one at the earliest opportunity after promotion. Serjeant-majors of battalions and infantry depôts at home will, shortly before promotion to that rank, or if that is not feasible, as soon after promotion as possible, go through a course of instruction at Aldershot or the Curragh in the physical training of recruits (see paragraph 1264). In forwarding applications for such promotions it will be stated whether the non-commissioned officer has been through the course, and if so, when. Qualifications.

741. Application for the promotion of a non-commissioned officer to warrant rank, will be made through the general officer commanding. These applications will be accompanied by a return on A. F. B 299, and the documents named therein, and will be addressed to the War Office. Applications regarding men of the Army Ordnance Corps will be submitted through the officer commanding Army Ordnance Corps, Woolwich. In the case of Application for Warrant rank. Documents to accompany application.

the Royal Army Medical Corps the documents referred to above will be forwarded to the director general, Army Medical Service, when called for. General officers commanding districts in Ireland will send such applications direct to the War Office.

**Declaration before entering Indian Government service.**

**742.** A soldier appointed to be a warrant officer under the Indian Government will sign a declaration of his willingness to serve in the army until legally discharged, and will thereupon be removed from his corps.

**1st class staff serjeant-majors A.S.C. and conductors of A.O.C.**

**743.** Staff-serjeant-majors, 1st class, of the Army Service Corps and conductors Army Ordnance Corps will do duty as subaltern officers when required, but they will not sit on courts of inquiry or on regimental boards. On all parades they will take post as officers, but will not salute.

**Non-Commissioned Officers and Men.**

**744.** The following positions held by non-commissioned officers and men of the army are ranks :—

**Ranks.**

Master-gunner, 3rd class.  
 Army Schoolmaster (when not a Warrant Officer).  
 Quartermaster-corporal-major.  
 Quartermaster-serjeant.  
 Staff-quartermaster-serjeant, Army Service Corps, Army Ordnance Corps, and Army Pay Corps.  
 Armament-quartermaster-serjeant.  
 Staff-armourer-serjeant.  
 Staff-serjeant, 1st class, Royal Army Medical Corps.  
 Squadron-corporal-major.  
 Squadron-, troop-, battery-, or company-serjeant-major.  
 Armament-staff-serjeant.  
 Squadron-quartermaster-corporal.  
 Squadron-, troop-, battery-, or company-quartermaster-serjeant.  
 Serjeant-instructor in gunnery.  
 Colour-serjeant.  
 Farrier-staff-corporal.  
 Farrier-staff-serjeant.  
 Farrier-staff-serjeant and carriage-smith.  
 Staff-serjeant, Army Service Corps, Army Ordnance Corps, and Army Pay Corps.  
 Armourer-serjeant, 1st class.  
 Staff-serjeant, 2nd class, Royal Army Medical Corps.  
 Corporal of horse.  
 Serjeant.  
 Armament-serjeant.  
 Armourer-serjeant, 2nd class.  
 Corporal.  
 Bombardier.  
 Second corporal.  
 Gunner.  
 Armament-artificer.  
 Driver.  
 Sapper.  
 Private.

All other positions are appointments.

**Permanent rank.**

**745.** A non-commissioned officer or man, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and this will be his permanent rank. The rank attached to any appointment is that indicated in the title of that appointment, unless some superior rank is expressly attached

to it by Royal Warrant; for example--the permanent rank of a serjeant-instructor in musketry is serjeant, that of a wheeler-bombardier is bombardier.

746. A first-class certificate of education will be required for promotion to the following ranks and appointments, except in the case of the next step of promotion above the rank or appointment held by any non-commissioned officer on the 1st January, 1889 :—

Master gunner, 3rd class.

Garrison-quartermaster-serjeant.

Quartermaster-serjeant (except collarmaker-, farrier-, or wheeler-quartermaster-serjeant).

Staff-quartermaster-serjeant.

Staff-serjeant, 1st class, Royal Army Medical Corps.

Engineer-clerk, serjeant.

No exemption will be allowed under this paragraph, except that in the trades of baker or butcher in the Army Service Corps, a staff-serjeant, holding a second-class certificate of education, may be considered eligible for promotion to staff-quartermaster-serjeant, should there be no staff-serjeants of those trades holding a first-class certificate. A first-class certificate will not be required by non-commissioned officers of the machinery section, Army Ordnance Corps.

747. The following certificates of education will be required for promotion to the ranks or appointments specified :—

For promotion to—

Collarmaker-serjeant, farrier-serjeant, saddler-serjeant, wheeler-serjeant, corporal, 2nd corporal, bombardier, or shoeing-smith	} A third-class certificate.
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For promotion to—

Serjeant, including all appointments in that rank except those mentioned above	} A second-class certificate.
Staff-serjeant-artificer, Army Service Corps	
Armament-artificer, before appointment as such	

In special circumstances a commanding officer may, with the sanction of the general officer commanding, promote to any of the above-mentioned ranks a valuable man who is not educationally qualified; but when a non-commissioned officer has been specially promoted under this authority, he will attend school until he obtains the certificate of education required for his rank.

General officers commanding may excuse corporals and bombardiers of over 12 years' service from attendance at school on the condition that they receive no further promotion, and that they are ineligible for special promotion, except under the exigencies of active service or for very gallant conduct in camp or quarters.

748. Certificates of education are not essential for promotion to the various non-commissioned grades of the armourer section of the Army Ordnance Corps. Applications for the promotion to a higher grade of armourer-serjeants who have completed the qualifying service required by the Royal Warrant for Pay, &c., and for the promotion of men who have been reduced to the ranks, will be forwarded by the officers under whom they are serving to the officer commanding, Army Ordnance Corps, Woolwich, to whom will also be reported any casualties among armourer serjeants.

Ranks for which first-class certificates of education are required

Certificates of education required for promotion.

Armourers.

Promotion to higher rank.

Casualties to be reported

the Royal Army Medical Corps the documents referred to above will be forwarded to the director general, Army Medical Service, when called for. General officers commanding districts in Ireland will send such applications direct to the War Office.

Declaration  
before enter-  
ing Indian  
Government  
service

742. A soldier appointed to be a warrant officer under the Indian Government will sign a declaration of his willingness to serve in the army until legally discharged, and will thereupon be removed from his corps.

1st class staff  
serjeants,  
majors  
A.R.C. and  
conductors  
of A.O.C.

743. Staff-serjeant majors, 1st class, of the Army Service Corps and conductors Army Ordnance Corps will do duty as subaltern officers when required, but they will not sit on courts of inquiry or on regimental boards. On all parades they will take part as officers, but will not salute.

#### Non-Commissioned Officers and Men

744. The following positions held by non-commissioned officers and men of the army are ranks

Ranks.

Master gunner, 3rd class  
Army Schoolmaster (when not a Warrant Officer).  
Quartermaster corporal-major.  
Quartermaster-serjeant.  
Staff quartermaster-serjeant, Army Service Corps, Army Ordnance Corps, and Army Pay Corps.  
Armament quartermaster-serjeant.  
Staff armorer-serjeant.  
Staff-serjeant, 1st class, Royal Army Medical Corps.  
Squadron corporal-major.  
Squadron, troop, battery, or company-serjeant major.  
Armament staff-serjeant.  
Squadron quartermaster corporal.  
Squadron, troop, battery, or company-quartermaster-serjeant.  
Serjeant-instructor in gunnery.  
Colour-serjeant.  
Farrier staff corporal.  
Farrier-staff-serjeant.  
Farrier staff-serjeant and carriage smith.  
Staff-serjeant, Army Service Corps, Army Ordnance Corps, and Army Pay Corps.  
Armorer-serjeant, 1st class.  
Staff-serjeant, 2nd class, Royal Army Medical Corps.  
Corporal of horse.  
Serjeant.  
Armament-serjeant.  
Armorer-serjeant, 2nd class.  
Corporal.  
Bombardier.  
Squadron corporal.  
Gunner.  
Armament-artificer.  
Driver.  
Sapper.  
Private.

All other positions are appointments

Permanent  
rank

745. A non-commissioned officer or man, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and this will be his permanent rank. The rank attached to any appointment is that indicated in the title of that appointment, unless some superior rank is expressly attached



to it by Royal Warrant; for example--the permanent rank of a serjeant-instructor in musketry is serjeant, that of a wheeler-bombardier is bombardier.

746. A first-class certificate of education will be required for promotion to the following ranks and appointments, except in the case of the next step of promotion above the rank or appointment held by any non-commissioned officer on the 1st January, 1889 :—

Ranks for which first-class certificates of education are required.

Master gunner, 3rd class.

Garrison-quartermaster-serjeant.

Quartermaster-serjeant (except collarmaker-, farrier-, or wheeler-quartermaster-serjeant).

Staff-quartermaster-serjeant.

Staff-serjeant, 1st class, Royal Army Medical Corps.

Engineer-clerk, serjeant.

No exemption will be allowed under this paragraph, except that in the trades of baker or butcher in the Army Service Corps, a staff-serjeant, holding a second-class certificate of education, may be considered eligible for promotion to staff-quartermaster-serjeant, should there be no staff-serjeants of those trades holding a first-class certificate. A first-class certificate will not be required by non-commissioned officers of the machinery section, Army Ordnance Corps.

747. The following certificates of education will be required for promotion to the ranks or appointments specified :—

Certificates of education required for promotion.

For promotion to—

Collarmaker-serjeant, farrier-serjeant, saddler-serjeant, wheeler-serjeant, corporal, 2nd corporal, bombardier, or shoeing-smith	}	A third-class certificate.
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For promotion to—

Serjeant, including all appointments in that rank except those mentioned above	}	A second-class certificate.
Staff-serjeant-artificer, Army Service Corps		
Armament-artificer, before appointment as such		

In special circumstances a commanding officer may, with the sanction of the general officer commanding, promote to any of the above-mentioned ranks a valuable man who is not educationally qualified; but when a non-commissioned officer has been specially promoted under this authority, he will attend school until he obtains the certificate of education required for his rank.

General officers commanding may excuse corporals and bombardiers of over 12 years' service from attendance at school on the condition that they receive no further promotion, and that they are ineligible for special promotion, except under the exigencies of active service or for very gallant conduct in camp or quarters.

748. Certificates of education are not essential for promotion to the various non-commissioned grades of the armourer section of the Army Ordnance Corps. Applications for the promotion to a higher grade of armourer serjeants who have completed the qualifying service required by the Royal Warrant for Pay, &c., and for the promotion of men who have been reduced to the ranks, will be forwarded by the officers under whom they are serving to the officer commanding, Army Ordnance Corps, Woolwich, to whom will also be reported any casualties among armourer serjeants.

Armourers.

Promotion to higher rank.

Casualties to be reported.

Reduction.

749. Men reduced from the rank of armourer-sergeant, if originally enlisted in the armourer section of the Army Ordnance Corps, or in the corps of armourers, will be posted at the earliest opportunity to an Army Ordnance Corps station, or if in India to an arsenal, for duty under an armourer-sergeant, until again promoted or otherwise disposed of.

750. An armourer-sergeant reduced for misconduct will in no case be eligible for promotion until he has served with an exemplary character for at least one year. If he was transferred from in the corps to the corps of armourers, or to the Army Ordnance Corps, he may be transferred to any corps of the arm of the service to which he formerly belonged, or be discharged or otherwise disposed of as may be directed.

Promotion to sergeant.

751. Armament artificers will, on the day of their attestation, be promoted to the rank of sergeant.

Reduction.

752. If an armament-artificer be reduced for misconduct to a lower grade, he will in no case be eligible for promotion until he has served with an exemplary character for at least one year.

753. The rules as to certificates of education in the case of promotion after fixed periods of service are contained in the Royal Warrant for Pay, &c.

Promotion of orderly room sergeant.

754. An orderly room-sergeant must not be promoted to be squadron-sergeant major, squadron quartermaster-sergeant, or colour-sergeant, in less than the three years required by the Royal Warrant for Pay, &c., unless it is intended that after such promotion the non-commissioned officer is to do duty in the vacancy to which he is promoted, nor is any sergeant to be appointed to the above named ranks with a view to being appointed orderly room sergeant.

Resignation of N.C.O.

755. Non-commissioned officers may, with their commanding officer's consent, resign their rank and revert to the rank or position they previously held, but they are not to be allowed to do so in order to escape trial by court-martial, without the sanction of general officers commanding. The written appointment of the non-commissioned officer and a certificate from the commanding officer, stating the cause of the resignation together with the written authority of the general officer commanding, if the case has been referred to him, is to be attached to the man's record of service.

Removal from appointment of sergeants

756. A soldier may be removed from his appointment by order of his commanding officer, and will, in that case, revert to his permanent rank, remaining as a supernumerary in that rank until absorbed into the last vacancy. In cases where the soldier's permanent rank is higher than that of corporal, and he is not in every respect qualified to perform the duties of the rank to which he would revert, the commanding officer will not exercise his power in this respect, but, when necessary, will make application to head quarters for the soldier's removal, with a view to his restoration to a lower rank being at the same time considered. A bandsman who has re-engaged will not be ordered by his commanding officer to revert to the rank of private, except for misconduct or inefficiency.

Of bandsmen.

Foreman of works, mechanist, engineer clerk.

757. A military foreman of works, a military mechanist, or an engineer clerk, if not considered to be in every respect qualified to perform the duties, will not be removed from his appointment by order of his commanding officer, but is liable, by orders from headquarters, on the recommendation of the general officer commanding, to be returned to military duty in the rank held by him immediately prior to appointment.

**758.** An acting non-commissioned officer can be ordered by his commanding officer to revert to his permanent rank. The permanent rank of a lance-serjeant is corporal, that of a lance-corporal or acting bombardier is private. Reversion of acting N.C.O.

**759.** A non-commissioned officer reduced to a lower rank under Section 183 of the Army Act, will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order of a commander-in-chief, from the date of such order. Reduction of non-commissioned officers.

**760.** Squadron-serjeant-majors, squadron-quartermaster-serjeants, and colour-serjeants, will be selected by commanding officers from the serjeants. Squadron-serjeant-majors and colour-serjeants, in addition to their other duties, have the honourable distinction of attending the standards and colours in the field. Squadron-quartermaster-serjeants and colour-serjeants will invariably be the pay-serjeants of their squadrons and companies. Except in the Army Service Corps, Royal Army Medical Corps, and departmental corps, no staff-serjeant is to be employed as pay-serjeant of a company, &c. Squadron serjeant-majors and colour-serjeants.

**761.** No promotions will be made in battalions at home so long as there are supernumerary non-commissioned officers (including lance-corporals and lance-serjeants) at the dépôt. The same rule applies to the appointment of buglers or drummers. In the event of the recall to army service of men of the army reserve causing any excess in the establishment of non-commissioned officers in the corps to which they may be posted, no promotions will be made in that corps until the excess has been absorbed. Promotions.

**762.** For purposes of promotion one general roll will be kept of all non-commissioned officers serving with the regimental dépôt and home battalion. On the dépôt roll will be entered in red ink the names of all non-commissioned officers with the home battalion according to their seniority (lance-serjeants being shown only in their permanent grade of corporal), and similarly the names of all dépôt non-commissioned officers will be entered in red ink on the home battalion roll. Promotions to the rank of serjeant will be made from the general roll of corporals, and to the rank of corporal from the general roll of lance-corporals. No dépôt or home battalion non-commissioned officer below the rank of colour-serjeant will be promoted or superseded without the mutual concurrence of the officers commanding the regimental dépôt and the home battalion. The commanding officers of the dépôt and home battalion respectively will make their own selections for promotion above the rank of serjeant, but before making such promotions each will ensure that due consideration is given to the merits of all duly qualified non-commissioned officers serving in the other's command. Any difference of opinion between these officers will be referred by the officer commanding the dépôt to the general officer commanding the district in which the dépôt is situated, whose decision will be final. Lance-serjeants and lance-corporals will be appointed by commanding officers at the place where the vacancy exists, without reference to each other or to the general roll kept for purposes of promotion in the home battalion and dépôt. Promotions of N.C.O. of infantry.

**763.** A fair share of the vacancies occurring at the dépôt, in ranks not below that of serjeant, is to be reserved for the battalion abroad. With this view, the officer commanding the battalion abroad will, at the end of each quarter, transmit to the dépôt the name of any warrant or non-commissioned officer of not lower Posting to the dépôt from the battalion abroad.

rank than sergeant whom he wishes to recommend for posting to the depot, either in his existing rank or for promotion to a higher one, specifying, in the latter case, the rank to be filled for. The vacancy caused by the posting of such warrant officer commissioned officer may be filled by promotion in the battalion.

When both  
battalions  
are abroad.

764. When both battalions of a regiment are abroad, the officers commanding and the officer commanding the regimental district must exercise their discretion in respect to the promotion of non-commissioned officers, taking care that the establishment is not exceeded.

Lance ranks  
establishment.

765. The establishment of lance sergeants, lance corporals, and acting-bombardiers, is laid down in Army Orders. General officers commanding are authorized in cases of well-ascertained necessity to sanction the temporary appointment, in excess of the establishment, of a small number of unpaid lance sergeants, lance corporals, and acting bombardiers.

Books for  
sergeants.

766. Every sergeant is required to have in his possession a copy of the Regulations for the drill of the branch of the service to which he belongs, and those of corps armed with rifle or carbine will also have the "Musketry Regulations" and "Rifle and Carbine Exercises." These books are at first supplied at the public expense, and are to be produced at all inspections. When a sergeant is discharged, or otherwise removed, he is to deliver these books to the officer commanding his company, &c.

N.C.O. on  
detached  
duties.

767. Non-commissioned officers should, when detached, take pride in the military appearance and good conduct of their parties. They will never, even after a march, suffer their men to go about the streets in a slovenly manner. They will attend to the condition and good order of the horses, appointments, arms, quarters, &c., keep accurate accounts of the subsistence of the party, settle unkeepers lawful demands for billets, and obtain the necessary receipts for the same.

Veterinary  
certificates.

768. In the selection of farriers and saddling smiths for the appointment of farrier-quartermaster sergeant and farrier sergeant, preference should be given, provided they are otherwise eligible, to men holding a veterinary school certificate (see paragraph 1463), and in the event of a soldier being appointed who is not in possession of such a certificate, advantage should be taken of the first opportunity, if he is quartered in the United Kingdom, to send him to the Army Veterinary School.

Saddler  
corporals  
&c.

769. In the avairy of the line, saddlers and saddle-tree makers, after a qualifying service of one year as such, may be promoted to the rank of saddler corporal or saddle-tree maker corporal.

Attached  
N.C.O.s

770. Military staff clerks and paymaster sergeants employed in Army Pay offices, who have not been transferred to the Army Pay Corps, will be attached to that corps for discipline.

Pay clerks  
serving  
abroad

771. Warrant officers, non-commissioned officers, and men of the Army Pay Corps serving abroad will be treated under the regulations laid down in paragraph 773 for military staff clerks.

#### Staff Clerks, &c.

sickness or  
when ser-  
vice can be  
dispensed  
with.

772. Clerks and non-commissioned officers employed on the staff who may be incapacitated by sickness from performing their duties for a period exceeding six months, or whose services can be dispensed with, will be disposed of at the discretion of the Secretary of State for War.

773. Embedded in paragraph 1465A.

Army Act  
1907  
Section 100

774. Clerks and non-commissioned officers employed on the staff Incapacity. who are removed from their appointments for irregularity or incapacity are liable to be re-transferred under the provisions of the Army Act to the arm of the service to which they formerly belonged.

775. A confidential report on A. F.—C 2105 will be rendered Confidential report to be made yearly. to the War Office, annually, on the 1st of January on all staff clerks (R.E. excepted) by the officer commanding Royal Artillery, the officer commanding Army Service Corps, or the district paymaster, as the case may be.

#### Armourer Section, Army Ordnance Corps.

776. Applications for the attaching of armourer-serjeants to Posting to units will be made, through general officers commanding, to the regiment. officer commanding, Army Ordnance Corps, Woolwich.

777. Officers commanding cavalry regiments may allot to the Assistant. armourer-serjeant an assistant, who will not receive any extra pay, but will be struck off all regimental duties.

778. Armourer-serjeants will not be called upon to perform any work requiring special instruction which they have not received, Not required to perform exceptional work. such as the repair of trumpets, bugles, and drums, except such trifling repairs as are plainly within their capabilities; and they will not, without special authority, be employed upon any description of work other than that provided for in these regulations.

779. When the periodical inspection of the arms of a unit by Periodical inspection. an officer of the Inspection Department takes place, that officer will also inspect the armourer's shop and appliances, and will make enquiries as to the work done by the armourer-serjeant, and the manner in which it has been done. He will submit a full report of the result of his inspection and enquiry to the director-general of ordnance.

#### Machinery Artificer Section, Army Ordnance Corps.

780. The number of armament-artificers to be employed at the Distribution different stations will be determined by the director-general of ordnance, and all matters connected with the selection, nomination, Administration. transfer, and promotion of these artificers will be administered under his general direction. The men will be trained under the director-general of ordnance and the director, Ordnance College, who will certify as to their qualifications.

781. Armament-artificers will be under the command of the Command. chief ordnance officer in the district, except those serving at Woolwich, who will be employed under the director of the Ordnance College, and be under the command of the officer commanding Army Ordnance Corps, Woolwich.

782. All communications respecting the artificers or their work, will be made through the chief ordnance officer of the Channel of communication. district in which they are serving.

783. All recommendations for soldiers to be trained as arma- Recommendation of soldiers. ment-artificers will be made through general officers commanding to the director-general of ordnance, and will be accompanied by a copy of their records of service and of their court-martial and defaulters sheets. It will be stated on the application whether the soldier is willing to be discharged from his present engagement and again enlisted for 12 years' army service for appointment as an armament-artificer. The necessary routes will be issued on receiving



## Employment of Soldiers in Trades.

111

notification from the director-general of ordnance, of the dates on which such soldiers can be received.

Candidates  
to answer  
questions.

784. If an application from a soldier is entertained, he will be called upon to reply to certain questions which will be sent to him by the director of the Ordnance College.

Enlistment.

785. No man is to be enlisted as an armament artificer until he has passed a satisfactory course in the ordnance factories and the Ordnance College, and a certificate has been furnished as to his qualifications and fitness. Further particulars as to the enlistment of armament artificers are contained in the "Recruiting Regulations."

Probation.

786. Selected applicants will serve in the Royal Carriage Department on probation—as probationers if soldiers, and as candidates if civilians—for a period not exceeding 10 months, a portion of which will be occupied in instruction in the Royal Gun Factory, in the examination of and repairs to ordnance. At the expiration of that time, if duly qualified, candidates will be enlisted, and probationers will be discharged from their former engagements and re-enlisted for the Army Ordnance Corps. This period may be curtailed if a probationer or candidate shows special aptitude and skill, and is, in the opinion of the director of the Ordnance College, duly qualified. For misconduct, or other sufficient cause, probationers may at any time be remanded to their regiments on the recommendation of the director, Ordnance College, by whom candidates may, for similar reasons, be summarily dismissed.

When  
enlisted.

Dismissed  
while on  
probation.

Employment  
not to be  
interrupted.

787. Artificers will not, unless it is absolutely necessary, be removed from their employment to attend parades (muster parade excepted) or inspections by the general officer commanding, nor should they be detained for guard, post, or police duty. They will also be exempted from compulsory attendance at school, and from the gymnastic course.

Casualties  
and nominal  
returns.

788. Casualties occurring at any station will be reported forthwith by the chief ordnance officer to the officer commanding Army Ordnance Corps, Woolwich, who will pass the notification to the director, Ordnance College, Woolwich, and will then submit to the inspector-general of ordnance the name of a man to fill the vacancy.

## REGIMENTAL WORKSHOPS AND EMPLOYMENT OF SOLDIERS IN TRADES; REPOSTING; COLONIAL EMPLOYMENT.

Employment  
of soldiers in  
trades.

789. Whenever and wherever practicable, general and commanding officers will establish garrison and regimental workshops, in which soldiers who have learned a trade before enlistment will be employed, and in which other soldiers, who are willing to learn, may be instructed in a trade during their leisure hours. For lists of tools authorized see the "Equipment Regulations."

Instruction  
of soldiers  
in trades.  
Supervision  
and control.

790. Every facility for instruction should be given to the sons of soldiers of suitable age, and in regulated units they should be encouraged to attend the stable house and to qualify as groomers.

791. The second in command will supervise the workshops, including tailors, shoemakers, and all other shops, each of which is to be in charge of an officer and the quartermaster.

Cost.  
Monthly  
returns.

792. The funds of each workshop should be banked up in the regimental arrangements, and each month the accounts and balance sheet of each workshop, with vouchers and invoices, and an acquittance sheet for wages will be laid before the commanding

officer, and at the end of each quarter before the audit board referred to in paragraph 674.

### Pioneers and Pioneer Workshops.

**793.** The establishment of pioneers in each battalion of infantry is one pioneer-serjeant and ten pioneers. Their trades should be: —the serjeant, a carpenter if possible; three carpenters; two bricklayers (one able to plaster, the other to slate); one smith (able to shoe horses); one mason (able to cut stone); one painter and glazier; one plumber and gasfitter; and one saddler (see paragraph 1294). If men of the prescribed trades are not available in a unit the commanding officer should make every effort to obtain them by transfers or by enlistments.

Establishment of pioneers.

**794.** Men are to be selected mainly for their proficiency in their trades, but they ought also to be men of good character, as the success of soldiers in trades depends upon their industry and aptitude. Their proficiency should be tested by the Royal Engineers. Some of the men, specially selected, can be received from time to time at Woolwich Arsenal, or at the engineer workshops at Chatham, for instruction.

Selection of pioneers.

**795.** Except in the Royal Engineers no soldier is to be employed as an artificer or as a paid workman who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and who has not at least six months' service.

Qualifications for employment as artificer.

**796.** The pioneer-serjeant will be a non-commissioned officer who has obtained a certificate from the School of Military Engineering at Chatham (see paragraph 1250), or from one of the three schools in India. He will be appointed on probation, and may be confirmed in the appointment by the officer commanding, when the commanding Royal Engineer certifies that a longer probation is unnecessary. He will not fill any other situation, and will be classed as a serjeant. A qualified man should always be available to fill any vacancy in the appointment that may occur.

Appointment of pioneer-serjeant.

**797.** The pioneers are a small corps of regimental artificers, competent to repair barracks or perform any work required by a corps, and capable of instructing men desirous of learning a trade.

Pioneers regarded as regimental artificers.

**798.** Commanding officers are to arrange with the commanding Royal Engineer and with the officer in charge of barracks for any repairs and alterations to barracks, furniture, or utensils being performed by the artificers of their units.

Repairs to barracks.

**799.** The pioneers may be employed on work for the Royal Engineers or Army Ordnance Department: —(1) By contract or agreement made with the pioneer-serjeant; (2) by piecework; (3) by day-work or by the hour. When approved by the commanding officer pioneers may be employed in the quartermaster's stores, or on other duty; but every facility should be afforded them for working at, or instructing others in, trades.

Employment of pioneers.

**800.** In addition to the pioneers, all non-commissioned officers and men who have followed any trade before enlistment are to be tested and classified by the Royal Engineers, Army Service Corps, and Army Ordnance Department respectively, according to the nature of the trade. A list of such men, no matter what their trades, with their respective classifications, is to be kept in the orderly-room. The classification is to be entered in the "small-book." Commanding officers will afford every encouragement to soldiers who are artisans other than the pioneers, by employing them when practicable.

Classification of men by trades.

Private work for officers and others.

801. Under the sanction of the commanding officer work may also be done for units, and private work (including the shoeing of horses, for officers or others, provided that all private work is executed within the camp or barracks.

Workshop fund.

802. To render the workshops self-supporting, the cost of the upkeep and carriage of tools, repairing the workshop, and other contingent expenses, will be a charge against the funds, to meet which a contribution not exceeding five per cent, will be deducted from payments received for work performed.

Apportionment of money earned.

803. The apportionment of money earned by contract, and the payment of the tradesmen, will be carried out by the officer supervising the workshops, who will act under the orders of the commanding officer in all matters connected with the regimental workshops.

Applications for accommodation.

804. When suitable workshops do not exist at a station, commanding officers should apply to general officers commanding, with a view to authority being obtained for the provision of such accommodation as may be necessary.

#### Tailors and Tailors' Shop.

Sergeant master-tailors.

805. A sergeant master tailor is allowed for the Cavalry Depot and Riding Establishment, Canterbury, for each regiment of cavalry of the line, except in India, for each depot of Royal Artillery; for each battalion of foot guards, infantry of the line, and West India Regiment, for each provisional battalion for the rifle depot, and for the Army Ordnance Corps, also two for the Royal Engineers, two for the Army Service Corps, and two for the Royal Army Medical Corps. For misconduct, inefficiency, or proved neglect, a sergeant master tailor will be liable to be reduced, and to do duty in the ranks of the corps in which he is serving at the time. The officer commanding will take all necessary action in the matter. Except in India, when a vacant vacancy, either by reduction or otherwise, application for a sergeant master tailor is to be made to the War Office through the usual channel.

Training.

806. In order to obtain competent sergeant master tailors, soldiers are instructed in tailoring at the Royal Army Clothing Factory (see paragraph 1297).

Not to be in excess of establishment.

807. The sergeant master tailor is to count as a duty sergeant in the establishment of the corps, and his place may be filled by appointing an extra lance sergeant. In cavalry regiments at home and in the colonies, the sergeant master tailor is included in the regimental staff.

Liable to punishment for appropriating materials.

808. Master tailors who appropriate to their personal use any materials saved in cutting garments, or who dispose of the same otherwise than by delivery to the quartermaster, render themselves liable to be tried by court martial.

Selling of articles of clothing, &c.

809. Master tailors are not to sell to warrant officers, non-commissioned officers, or men any articles of clothing or necessaries, nor will they be permitted to substitute articles made from private materials for those supplied from the government stores.

Declaration of master-tailor to be filed.

810. When a master tailor takes up his appointment, paragraphs 808 and 809 will be read to him, and he will sign a statement that he fully understands their effect. This document will be filed in the orderly room of the unit.

Boys.

811. Boys should be instructed in the tailors' shop by duly certificated master tailors, who will receive a gratuity fixed by the "Clothing Regulations," for each boy certified by a board of

officers to have acquired such skill as a tailor as to enable him to assist efficiently in the shop. Each boy must have been under instruction by the master-tailor for at least 18 months, and will not be considered efficient until he is able to make up frocks and trousers in a satisfactory manner. These boards will be convened by general officers commanding, and will be composed of a field officer as president, and two members, but their assembly must not involve any expense to the public; they will examine specimens of the work done by the boy, and, if possible, obtain the opinion of one or two independent tailors as to his qualifications. Boys under training in the tailors' shop will be exempt from all duties that interfere with their instruction.

#### Shoemakers and Shoemakers' Shop.

812. Soldiers who are shoemakers by trade may be employed under a qualified non-commissioned officer in the shoemakers' shop, which is to be established in each corps under the same conditions as other workshops. Shoemakers.

#### Regimental Transport and Cold-shoers.

813. Commanding officers will take care that the full complement of trained men for the "special establishment" of the regimental transport of the battalion, as given in "War Establishments," is always maintained. General officers commanding will arrange for their instruction with a unit of artillery or Army Service Corps in the command, according to the syllabus contained in Appendix XI. Infantry  
regimental  
transport.

Commanding officers are responsible for the condition of the regimental transport in their charge, and general officers commanding will arrange for such inspections by a senior officer of the Army Service Corps (at least once a quarter) as will ensure the vehicles, equipment, and animals being at all times kept in a state of efficiency.

On receiving over any vehicle, equipment, or animal, a commanding officer may claim the assistance of an officer of the Army Service Corps in ascertaining its condition.

Men who have been trained as transport drivers are not to be selected for training in mounted infantry duties, and vice versa.

814. In addition to the men trained under paragraph 813, there will always be in each battalion three men who have been trained as cold-shoers. One of these men will be a pioneer who will also be instructed in transport duties, and be in possession of a certificate from the Army Veterinary School (see paragraph 1301). The others are to fulfil the conditions required in men who are to be trained in mounted infantry duties. General officers commanding districts will arrange for their instruction with a unit of cavalry, artillery, or Army Service Corps in the command. Cold-shoers.

#### Regimental Artificers.

815. In each company of garrison artillery there should at all times be two soldiers who have been trained as artificers, viz., one wheeler and one carriage-smith. These men will be distinguished by badges similar to those worn by wheelers and smiths of field artillery. When actually employed, they will receive working pay under the Royal Warrant for Pay, &c., and in conjunction with the civilian artificers, will, when they can be conveniently spared from the regimental workshops or other artillery services in connection with their trade, be employed under the orders of the chief ordnance officer, who will make a requisition in that respect to the officer commanding Royal Artillery. Trained  
artificers in  
garrison  
artillery



Men belonging to cavalry and infantry units who have been trained as carriage-smiths and wheelers at the Ordnance College will be similarly employed in ordnance workshops, when possible. Officers commanding units will inform the chief ordnance officer when such men are available for employment.

## Re-posting after Six Years' Service.

Register of names.

**816.** Officers and soldiers for whom terms of service are not prescribed (see paragraph 1463A) may register their names for service abroad or at home, as the case may be, on completing six years' continuous service at home or abroad. In the case of officers the usual periods of leave will not be regarded as breaking the continuity of service.

*Cavalry.* Warrant officers, non-commissioned officers, trumpeters, and re-engaged privates, if enlisted for or transferred to the corps of dragoons, lancers, and Hussars.

*Royal Artillery.* Officers, warrant officers, and non-commissioned officers—gunners and drivers, if re-engaged.

*Royal Engineers.* Warrant officers and non-commissioned officers, if not serving in India; sappers, if re-engaged.

*Infantry.* Officers, warrant officers, non-commissioned officers, drummers, buglers, and pipers, privates, if re-engaged.

**817.** The names of those registered, with statements of their service at home and abroad, will be forwarded by general officers commanding to the War Office, on 1st July in each year, a separate list being furnished for each of the seven classes shown in paragraph 816. The applications will then be considered and, so far as the exigencies of the service permit, approved.

Where carried out.

**818.** Any interchanges it may be possible to make will be carried out when public transport is available.

Other exchanges not affected.

**819.** These interchanges will in no way modify the liability of officers of infantry to be posted at any time from one battalion to another, or interfere with the voluntary exchanges of officers between one battalion and another of the same regiment.

## Employment of Soldiers under Colonial Governments.

Employment of soldiers under Colonial Governments.

**820.** No soldier will be employed under a Colonial Government without the sanction of the Secretary of State for War, who will determine the conditions to be observed in each case. Applications on this subject must specify the nature and expected duration of the employment. In cases of pressing necessity, the general officer commanding at a station abroad may provisionally sanction the employment of soldiers, pending the result of an application to the Secretary of State. During such employment soldiers will cease to draw pay or allowances from Army funds, and before commencing the same they will be required to sign an acknowledgment that they are willing to be employed on these conditions. While employed they will be better as supernumerary in their corps, but will continue to be eligible for regimental promotion in their turn. On being posted, they will again be made supernumerary, and in the event of their rejoining, they will be absorbed in the rank they then hold.

## HORSES, STABLES, VETERINARY DUTIES, EQUITATION, &c.

### Remounts.

Army Remount Establishment.

**821.** The Army Remount Establishment is under the superintendence of the inspector-general of remounts, with assistant-inspectors. It purchases remounts and registers reserve horses.



822. The purchase of animals abroad will be carried out, under the orders of the general officer commanding, by an officer detailed for the duty.

823. Officers employed in the purchase of horses will, as soon as practicable, transmit to the War Office, on A. F.—B 88, in duplicate, a description of each horse passed into the service. A description of all horses and mules is kept at the War Office, and a number will be assigned to each animal.

Description and numbering of horses.

824. The numbers thus assigned will be branded on the hind feet: the units, tens, and hundreds on the off hind foot, the thousands on the near hind foot; thus, 1001 would be represented by the figure 1 on the near hind foot, and also the figure 1 on the off hind foot, whilst 3666 would be represented by the figure 3 on the near hind foot, and the figures 666 on the off hind foot. Abroad, pending the notification of the army number, a temporary number will be allotted at the station, and branded on the fore-foot.

Branding. Army numbers.

Temporary numbers abroad.

825. The army numbers will also be recorded in Army Book 92, and will be specified in all correspondence with the War Office relative to horses or mules.

Horse book and correspondence.

826. Veterinary officers who examine horses or mules offered for purchase for the service, and form a favourable opinion of them, will certify at the foot of A. F.—B 88 that "these animals are sound and fit for the service." Animals not so certified and horses with very short docks are not to be purchased as remounts.

Animals for purchase to be certified.

827. Men sent to fetch remounts from the Army Remount Depôts will take with them head collars and bridles, stripped saddles, and horse brushes and cleaning things, but will not take their arms or accoutrements.

Equipment of men fetching horses.

828. In the event of a remount being taken ill within one month after joining a corps, a special report will be at once forwarded to the War Office, stating the nature and probable cause of the illness, and the prospect of recovery or otherwise.

Report on animals taken ill on joining.

829. When remounts are received commanding officers will immediately render a report of their arrival to the general officer commanding for his information and for transmission to the War Office. The arrival report will state the number of remounts, whence received, the date of joining, and whether any casualties occurred en route.

Report of arrival.

830. The commanding officer will cause a veterinary history sheet (A. F. B 270), which will be signed by himself and the veterinary officer in charge, to be prepared for each remount received, and this sheet will in all circumstances accompany the horse.

Veterinary history sheet.

831. In recording the age of horses on the veterinary history sheet, the age is to be reckoned from the 1st of May in the year in which the horse was foaled.

Age

832. Army Book 92, "Description of Horses," is to be kept in all mounted corps, and in battalions of infantry which have transport animals attached to them. Care will be taken that all returns furnished agree with the entries in the book.

Book to be kept.

833. When a mounted corps is proceeding on service abroad and leaving its horses at home, the horses will be placed at the disposal of the inspector-general of remounts.

Horses left behind on embarkation of corps.

## Casting Horses.

1 G of  
remounts.

834. The inspector general of remounts is authorised to supervise casting, and will, when inspecting the horses of any unit, give such directions on the subject as he may deem fit.

Number of  
horses  
replaced.  
Return of  
horses unfit.

835. Commanding officers will forward half yearly as soon after the 1st April and 1st October as possible, to the War Office, through general officers commanding, a return on A F B 164 of any horses they consider unfit for the service. The return should include horses of 15 years or upwards which are either at the time inefficient from age or likely to become so during the following six months. This return will be considered by the inspector general of remounts, who will himself inspect, or direct another officer to inspect, and cast the horses.

Authority  
for special  
cases.

836. In the event of a mounted unit being ordered to move suddenly, special cases requiring immediate action will be dealt with by general officers commanding, who will authorise the casting, with or without inspection, as the case may require, and forward a copy of the casting return, with any necessary remarks, to the War Office. Horses suffering from infectious or contagious diseases should be dealt with as prescribed in paragraphs 842 and 841.

Infectious  
diseases.

Veterinary  
history  
sheets.

837. Reports and applications will be accompanied by the veterinary history sheets.

Shoeing of  
cast horses.

838. To obviate charges for the shoeing of cast horses after they have left for the place where they are to be sold, a shoeing smith is to be detailed as one of the party in charge, whenever the number of horses exceeds six, and the distance to be travelled is over 12 miles.

Report by  
inspector  
general of  
cavalry.

839. The inspector general of cavalry is not responsible for casting, but will report generally on the horses of regiments at his annual inspection, and render a special report to the War Office should he consider an undue proportion of animals is awaiting casting.

On embark-  
ation.

840. When a mounted corps is to embark with its horses for service abroad, all horses unfit for further service are at once to be brought forward for casting.

Abroad.

841. At stations abroad the general officer commanding will authorise casting. A return A F B 164 of such horses as are considered, after examination to be unfit for further service, will be transmitted in triplicate to the general officer commanding by commanding officers, who, on the return of these documents duly approved, will, when the horses are cast, cause one copy to be forwarded to the War Office, one to the officer detailed to conduct purchases, and another to be annexed to the Pay List or other account in which credit is given for the amount realized by the sale.

## Disposal of Dead and Disabled Horses.

Destruction  
of horses in  
cases of  
emergency.

842. The general officer commanding, or, when reference to him cannot readily be made, the senior officer present at the station, may order the destruction of any troop horse, on account of contagious disease or incurable injuries. Before doing so he must obtain the certificate of a veterinary officer showing that the disease absolutely necessitates the destruction of the animal, or that the injury is incurable. In every instance, either before or after the horse is destroyed, a garrison board, to consist, if convenient, of veterinary officers at the station, or when such a board is not obtainable, a regimental board, will be assembled to view the horse,

and take evidence of the whole of the circumstances of the case. If the horse has not already been destroyed, the board will express an opinion as to the necessity for its destruction. The proceedings will be forwarded to the general officer commanding, who will retain them.

**843.** In Ireland the military authorities are responsible, in accordance with the "Glanders or Farcy (Ireland) Order of 1893." Arrangements will accordingly be made at each station for the destruction of the carcasses, or for their burial outside the War Department boundary or hirings.

**844.** When in England or Scotland, a horse or mule, the property of Government, dies of, or is slaughtered for, glanders or farcy the commanding officer will at once apply to the local authority through the clerk of the same, who is bound, under Article 17 of the "Glanders or Farcy Order of 1894," to remove and dispose of the carcass. The following are the clerks to the local authorities in England and Scotland :—

Disposal of carcasses.

Clerks to local authorities.

IN ENGLAND.	Clerk of Local Authority.	England.
i. Counties, including the County of London ... ii. The City of London and the liberties thereof iii. Boroughs, with population of 10,000 or upwards at Census of 1881. N.B.—Other boroughs are included in the counties.	The Clerk of the County Council. The Town Clerk. The Town Clerk.	
IN SCOTLAND.		Scotland.
i. Counties, including any burgh, town, or place, other than the burghs next mentioned. ii. Burghs with population of 7,000 or upwards at Census of 1881.	The Clerk of the County Council. The Town Clerk.	

**845.** If a horse or mule dies suddenly, or within 24 hours of its having become ill, a station board will investigate and report upon the circumstances and causes which led to the animal's death. The proceedings will be forwarded to the general officer commanding.

Deaths to be reported.

**846.** The carcasses of dead horses should be covered with quick-lime, and are not to be buried within 200 yards of inhabited buildings, or of wells, or other sources of water supply.

Interment of carcasses.

#### Care of Horses—General Instructions.

**847.** The exercise and treatment of remounts is to be regulated by their age, strength, and condition. They should, if possible, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed of corn is augmented, and at no time is their work to be such as to reduce their condition, or induce fatigue. They should be given plenty of air, and, where practicable, there should be a spare stall between each two horses in stables.

Treatment of remounts.

Air and spare stalls.

**848.** To prevent accidents to young horses from their kicking each other, and to the soldiers employed about them, commanding officers may use their discretion in leaving the hind feet of remounts unshod until the animals have been trained.

Shoeing remounts.

**849.** Horses in the cavalry are to be numbered on the fore feet by squadrons. In the Royal Artillery the battery designation is

Horses, how numbered.

to be marked on the horse's off fore foot horizontally, thus:—

A <sup>1</sup>  
R.H.A. or R.A.; the battery number on the near fore foot

Singeing or  
clipping  
horses.

850. Government horses of the mounted services may be clipped or singed, either in part or all over except the legs. As a rule, when the hair of horses is to be removed this should be done so as to be completed by the middle of November, but the horses should neither be re-clipped nor re-singed after 1st January. Horses are not to be blanketed, either at private or public expense, while in stables.

Horses' tails

851. The tails of officers' chargers, troop and detachment horses, are to be cut to such a length as to reach from 6 to 8 inches above the hock. The tails of draught horses will be cut to reach from 8 to 10 inches above the hock. General officers, when inspecting mounted units, will ascertain that these instructions are enforced, and report any instance in which they are disregarded.

Transfer of  
horses

852. At home, horses are not to be transferred from one unit to another without previous authority from the War Office. Abroad the authority of the general officer commanding is to be obtained. When transferred a No 1 report (A F—O 1640), a descriptive return (A F—B 88), and a veterinary history sheet (A F—B 270), are to accompany them.

Weekly  
horse  
parade.

853. With a view to ensuring minute inspection as to the fitting of the saddlery, and the soundness, health, and general condition and shoeing of all horses including such of the sick as are able without harm to leave their stables, they are to be inspected by commanding officers of units at a horse-parade, with stripped saddles, once a week during the winter months, and at any convenient time, not less than once a week, during the dull season, when their army numbers should be counted. The veterinary officer will be present at this inspection. In cavalry regiments, if the nature of the current duties prevents a regimental parade, the horses will be paraded by squadrons, but every horse should be thus inspected once a week.

Ventilation  
of stables.

854. Commanding officers are responsible that proper discretion is exercised in adjusting, according to the state of the weather, the ventilation of the stables, so as to avoid both injudicious exposure to cold, and imperfect ventilation, which are equally injurious to the horses. Care will be taken to prevent the ventilators being tampered with, or their effect neutralized.

Inspection  
of stables

855. Frequent inspections of the stables and their environs will be made by regimental and other officers concerned to ensure attention to their cleanliness and sanitary condition. The walls of stables to a height of 3 feet above the mangers, will be once washed fortnightly. Lame for this purpose will be supplied by the officer in charge of barracks or "Regulations for Supply, Transport, and Barrack Services."

Horses  
slipping in  
stables.

856. To prevent horses slipping on the pavement of stables, when not littered down, commanding officers are to adopt such measures as sprinkling the stables with sand or a little straw, whenever an accident is alleged to have been due to slipping in the stall, inquiry should be made as to whether such measures had been adopted.

Horses for Use of Officers Temporarily Mounted at Manœuvres.

857. Officers commanding mounted units will not allot horses for the use of officers temporarily mounted at manœuvres, without the authority of the general officer commanding the manœuvring force to which those units belong.

Officers to whom such horses have been allotted will be held responsible that they are properly fed and cared for, that they are not overworked, and that they are at all times ridden in their own saddles. No horse after having been once allotted will be changed without an order from the general officer commanding, who will depute one of his staff to inspect the horses from time to time.

Rules for Stable Management.

858. The following rules are intended as a guide, subject, at the discretion of the commanding officer, to such alterations as circumstances require.

859. The practice of washing legs and heels is forbidden. The heels of the coarse-bred draught horses should not be clipped close ; the long hairs only need be removed. Leaving horses, when hot and sweating, unattended to, especially in a draught and when the harness or saddles are removed, produces sore backs and heels and causes chest and throat diseases such as pneumonia, pleurisy, coughs, catarrhs.

Trimming heels of horses.  
Prevention of throat and chest diseases.

860. Stable Hours and the division of Forage.

Stables.				Hours.	Hay.	Oats.	Water.
					lbs.	lbs.	
Morning	Summer	...	...	6 to 7	...	3	At least four times a day—always before feeding, and not under any circumstances until some time after feeding.
	Winter	...	...	6.30 to 7.30	...		
Midday	...	...	...	on return from exercise or work	6	3	
Evening	...	...	...	5 to 6	6	4	
Total	...	...	...	...	12	10	

Stable hours, watering and feeding.

A bran mash in lieu of oats should, as a rule, be given on Saturday night, and if 1 lb. of the morning hay, with 1 lb. of the straw ration, be cut up into chaff, and a proportion given with each feed, it will be most beneficial.

861. When horses are picketed in the open, they may not require to be watered so often as four times a day, but the rules for the division of forage should be adhered to in all ordinary circumstances.

Watering and feeding when picketed.

862. Horses are to be taken off the rack-chain when they have finished their midday feed of oats, and also after the evening feed.

Release of horses from rack-chain.

Management of Bedding.

863. The daily ration of straw for each horse is 8 lbs. When any choice exists, wheaten straw should be preferred : barley straw is apt to cause skin diseases, and oatsen straw is readily eaten by horses.

Allowance of straw.

864. The old bedding, when removed from the stalls at morning

Management of Manure.



stables, should be well shaken up, and only the dung and very short refuse taken to the dung-heap. It should, in ordinary fine weather, be placed in wind rows in the open. In wet weather it should be placed under the litter sheds, failing these, in the centre of the stable, or in an empty stall. In very hot weather, or in drying winds, the bedding, if too much exposed, becomes very dry and brittle, and waste ensues. To prevent this, it should be placed, when thoroughly dry, in heaps.

In dry weather.

Mixing of litter with new straw.

Bedding down.

865. During the morning, or at midday stables, the whole of the daily ration of new straw should be thoroughly mixed up with the old. By this means the old bedding is better opened out and dried, and the horses will not eat so much of the new straw.

866. By careful management, the ration of straw will admit of there being bedding sufficient to "half bed down" at least twice a week. Where wheaten straw is issued, and there are from 12 to 16 horses in a stable, the bedding should admit of "bedding down" every afternoon.

## *Routine of Stable Duties on the return of horses from work.*

"Call."

867. The warning for "stables" should sound immediately on the return of the troops from exercise or from the field, except when they return at the dinner hour. The horses should usually be exercised between 8.30 and 11 o'clock a.m. "Stables" should sound fifteen minutes after the return, and "Officers call" at the same time as "stables."

Bits and stirrups.

Horses groomed and cleaned.

Inspections and watering.

868. Bits, stirrups, and bright buckles may be rubbed over with an oil rag to prevent rust, but the horses should be groomed and thoroughly cleaned before any man is allowed to clean his saddlery.

869. Each horse, as soon as reported clean by the man in charge, should be inspected by the squadron officer, and, if cool, should be offered water to drink. If the horse is passed, the man should be allowed to get on with his kit at once. When all or nearly all the horses in the squadron are passed, the squadron should be reported, with the few exceptions, as clean by the squadron officer to the orderly officer. The horses, except those that are not clean, should then be bedded down.

Bedding down.

The "feed."

870. The "feed" should sound as soon as the commanding officer is satisfied with the stable arrangements. All the horses should be fed at the same time. The men who are late should be withdrawn from their horses while feeding. When the horses have been watered and fed, the officers may be permitted to leave stables.

Saddlery.

871. The saddlery should then be cleaned under the superintendence of the non-commissioned officers. One chief of every squadron should inspect the saddlery to see that it has been properly cleaned, about three quarters of an hour after "feed," or this duty may be performed at evening stables. Each man should be permitted to leave stables as soon as his kit is cleaned and passed by the non-commissioned officer. As soon as all, or nearly all, the kits are clean, the non-commissioned officers should be permitted to leave stables, except one to look after men whose kits are not ready.

Time occupied.

872. A good groom ought to be able to clean the hottest or the dirtiest horse in an hour, and the saddlery in three quarters of an hour. No horse is well cleaned unless he is quickly cleaned.

873. When the horses return at or near the dinner hour, they

Return at dinner hour.

should be watered and fed. The saddles or numnahs should be kept on, to prevent the risk of chill to the back or loins. All doors and windows should be closed on one side of the stables, to prevent through draught whilst the men are at dinner.

874. Three-quarters of an hour should be allowed for dinner. Dinner. The warning for "Stables" should then sound, and "stable call" ten minutes afterwards. In other respects, the duties and arrangements are the same as detailed above.

875. With horses coming in from the riding-school at irregular hours, especially when there are rides before breakfast, the same system should be adopted. The men should be sent down to stables as soon as possible, and be placed under charge of the orderly serjeant (who should be left in for this purpose). Return from riding-school.

876. Officers when they come to stables, will inspect the horses and kits that have been cleaned at irregular hours, and ascertain that the work has been properly done. Inspections by officers.

877. When some of the horses are brought in from the field, or from duty, at a different time from the rest, the same principles should be carried out under the senior officer employed with them.

878. Young horses may be placed in stables by themselves, and put in charge of a steady non-commissioned officer, under supervision of the officer commanding the squadron they belong to. It is not advisable to put young horses in the same stables as the old horses —(1) because they are often brought in at hours different from those of the rest of the squadron, and the regularity of the stable arrangements would be disturbed; and (2) because they require more ventilation, and to be kept cooler than old horses. Young horses to be under charge of steady N.C.O.

879. One good man should be told off to every two young horses. He should be exempted from all duties, except when parade "as strong as possible," or commanding officer's foot parade is ordered. Care of young horses.

880. If there are many young horses, half should attend riding drill in the forenoon, and half in the afternoon. Drill.

881. The stables should be swept out thoroughly clean, either before the horses are taken out to exercise, or immediately afterwards when the stablemen do not go out with the horses. Sweeping stables.

882. As soon as the horses have been taken out every door and window should be opened, and kept so until they return, unless there are horses left in stables, in which case, in cold or windy weather, the doors and windows on one side only should be opened. Opening windows.

#### Veterinary Duties, &c.

883. The district veterinary officer has the general veterinary supervision of the district to which he is attached, and is the adviser of the general and other commanding officers on all points connected with his department. He will attend the general officer at his inspection of horses proposed for casting. He is to have free access, at all times, to all Government stables and horses, infirmary stables, sick horse depôts, or sick horse lines, with the exception of the Remount Depôt, but he will acquaint the commanding officer of his intended visit. District veterinary officer.

884. All remounts—whether officers' or troop horses—on joining any of the mounted branches are to be inspected by the veterinary officer, with a view to prevent the introduction of contagious disease. Inspection of remounts.

885. The veterinary officer is to have free access to all the stables, and commanding officers are to give him every assistance and support, and ensure that his suggestions for the care and Duties of veterinary officer.

treatment of the horses and the ventilation of the stables are adopted. He is to make a daily report of the sick and lame horses to the commanding officer. These reports are to be laid before general officers at their annual inspections.

Horse-  
infirmary  
orderlies.

886. The staff of horse-infirmary orderlies will be placed entirely under the veterinary officer. It will consist, in a regiment of cavalry, of one corporal and four orderlies, who should be able to attend on twelve horses. When this number of horses is exceeded, additional orderlies will be employed in the proportion of one to every increase of three (or less) horses. This staff is to be selected for skill in managing and attending upon horses. The men will be appointed either permanently during good behaviour, or for a term of at least two years, and should be exempted from other duties, except commanding officers' parades.

Veterinary  
history  
sheet

887. In case any animals are detached, their veterinary history sheets are to be sent with them, and not retained at regimental headquarters. Each entry of treatment in the veterinary history sheet will be signed by the veterinary officer in charge.

Veterinary  
certificates.

888. The certificate on A. F. O 1610 is to be rendered by veterinary officers of regiments on each occasion of transfer, whether permanent or temporary.

Inspection  
of horses.

889. All detachments will be placed under the veterinary charge of the nearest veterinary officer, who will visit and inspect all the horses within ten miles of the quarters at which he is stationed at least once a week, and all detachments within easy reach by rail once a month, or oftener if required. He will also inspect the shoeing. The commanding officer will be informed by the director-general (or, if in Ireland, by the district veterinary officer, Dublin) of the name and station of the veterinary officer detached for this duty. In these inspections he is to be attended by the sergeant-major and sergeant-farmers of the respective squadrons, and he is specially to report to the commanding officer and the director-general of the Army Veterinary Department whether there is any appearance of contagious disorders among the horses, in order that the necessary means may be adopted to prevent infection.

Report to  
G.O.C.

890. The commanding officer will apply direct to the veterinary officer when he requires his services, describing at the same time the nature of the case, and will inform the general officer commanding that he has done so.

## Infectious and Contagious Diseases of Horses.

Prevention  
of disease.

891. In all cases where an infectious or contagious state may be suspected without disease being confirmed, the horse is immediately to be separated from others. When any case of contagious disease occurs among the horses, a detailed report is to be sent by first post to the general officer commanding. A duplicate of this report will also be sent direct to the War Office.

Measures  
to prevent  
infection.

892. Officers commanding corps and detachments are to see that the following instructions are carried into effect whenever infectious diseases make their appearance:—

Cleaning  
stalls.

(i) The rack and manger, and every part of the wood and iron work of the stall as well as the floor and paving whence an infected horse has been removed, are to be thoroughly scoured with soft soap and hot water, when they are clean they are to be covered with a quicklime wash immediately after it is mixed; this is to be carefully scoured off, and the

covering with quicklime-wash to be repeated. A day or two should intervene between each of these operations. The pails of the infected stable are also to be cleaned in like manner.

(ii.) Which of the horse appointments are to be destroyed will depend on the nature of each particular case. Glanders and farcy are often preceded by other diseases, and as the horse is in consequence isolated before the disease becomes infectious, it will, in such cases, be necessary to destroy only such grooming implements and stable utensils as are likely to have been in contact with the poison. Horse-rubbers, numnahs, blankets, and all litter used with glandered horses, are always to be destroyed. (For further directions see "Regulations for Army Veterinary Services.")

Destruction of infected horse appointments.

893. The clothing and necessaries of soldiers employed with glandered horses are not to be destroyed without the sanction in writing of the general officer commanding, who will, before authorizing their destruction, satisfy himself that such articles cannot be disinfected.

Infected clothing of soldiers.

#### Employment of Civil Veterinary Practitioners.

894. Ordinary diseases and accidents may frequently be treated by written directions from the veterinary officer in charge. In cases of sickness at stations at which there is no veterinary officer, application should be made through the general officer commanding for a veterinary officer from the nearest station. If none is available, or the life of the horse is in danger and the knowledge of the serjeant-farrier is unequal to the proper treatment of the case, a civil veterinary surgeon may be employed. The directions of the civil veterinary surgeon so called in will be carried out, and his further attendance, unless absolutely necessary, will be dispensed with, the circumstance being reported by the commanding officer to the director-general (in Ireland, to the district veterinary officer, Dublin) and the veterinary officer in charge. Continuous daily attendance, or visits for inspection of healthy horses by a civil veterinary surgeon, will not be permitted without the sanction of the director-general of the Army Veterinary Department.

Application for officers from other stations, or civilian practitioners.

895. In order to avoid the inconvenience which sometimes arises in settling the claims of civil veterinary surgeons, the officer commanding will take care that whenever the services of a private practitioner are required he is informed that in case of objections being raised to the charges he may make for professional attendance, they will be submitted for the examination and decision of the director-general of the Army Veterinary Department, and that the award of that officer must be considered by the practitioner as final. The practitioner will only be employed if he makes an agreement to this effect, and officers commanding will be held responsible that such agreements are made.

Claims of civil practitioners.

896. No charge is admissible against the public for advice, medicine, or attendance afforded by private practitioners for officers' chargers or extra horses.

Charges in-admissible.

897. The private practitioner will send in his bill immediately his attendance has ceased. The bill should be made out in duplicate, on A. F.—O 1774, with a detailed statement of the case and its treatment, including the medicines supplied. On the back of the duplicate the practitioner will state the distance travelled and the time during which he was detained in attendance on the case. The bill will be certified by the commanding officer of the detachment,

Instructions for preparing claim of civil veterinary surgeon.



and forwarded by him to the officer commanding his unit, and, when it has been checked by the veterinary officer, it will be transmitted to the director-general of the Army Veterinary Department. When the bill has been approved by the director-general, the amount will be charged in the district paymaster's account, the charge being supported by the approved bill and proof of payment.

[For further details as to veterinary duties see "Regulations for Army Veterinary Services."]

## Forage.

Supply of  
forage by  
contract.

898. Mounted units at home are supplied with forage by contract. Commanding officers are to procure, for their information and guidance, copies of the conditions of contract, which will be furnished on application to the general officer commanding. An inspection of all forage offered by contractors is to be made by a regimental officer, who should not be under the rank of captain.

Reserve  
stock.

899. The responsibility for the quality of the reserve stock of forage, and for its maintenance to the extent prescribed, will rest with the officer commanding.

Inspection  
by the  
orderly  
officer.

900. As a rule, forage should only be received and issued at prescribed hours, between 7 a.m. and 3 p.m. The daily supply of forage tendered for issue to corps in garrison will be inspected, and a proportion of it weighed, by the captain of the day (or orderly officer) before its removal from the garrison forage store, and if then objected to, it must be forthwith replaced by forage of unobjectionable quality. Objections against forage which has been removed from the garrison forage store will not be entertained, except in the case of unbroken trusses of hay, which may occasionally, although to all appearance good outside, be rotten and mildewed inside. Officers must be careful not to demand forage of a better quality than that allowed by the contract. The inspecting officers will be held responsible that good and sufficient reasons are assigned by them on all occasions of rejection.

Orders to  
sentries  
and keys  
of forage  
stores.

901. Sentries over forage stores are to receive orders not to admit forage into them unless passed by an officer in the manner already prescribed. The keys of regimental forage stores are to be deposited at night with the nearest guard of the regiment drawing from the stores, and the keys of garrison forage stores are, unless in charge of an officer of the Army Service Corps, to be deposited in the nearest garrison guard room.

Precautions  
against fire

902. Soldiers and others are forbidden to enter forage and straw stores or yards with matches in their possession or to smoke in such places. A notice to this effect, on A F—K 1284, is to be posted in a conspicuous place outside each forage store, and an order to the same effect is to be included in the orders of the sentry over the premises. (See also paragraph 346.)

## Officers' Chargers.

Officers'  
chargers.

Chargers to  
be broken.

903. General officers commanding will take care that no unnecessary delay takes place on the part of officers in providing themselves with suitable chargers. No officer is to be allowed to ride a horse on parade which the riding-master has not notified to the commanding officer as properly broken. The fee for so breaking a horse is one guinea. And no officer is to part with a registered charger without first obtaining the commanding officer's permission.



In the event of an officer, on joining a regiment, being able to provide himself with horses which are considered by the commanding officer as properly broken-in, and for the breaking-in of which a riding-master has already been paid he is not liable to the charge for their breaking-in. Officers not liable to fees.

904. When mounted units are under orders to proceed dismounted abroad, application for sanction to sell the officer's chargers will be made as soon as furloughs, prior to embarkation, are granted to the men. Disposal of officers chargers.

#### Equitation.

905. The riding-master is responsible that the floors of riding-schools and closed manèges are kept in repair and properly raked and watered. The materials will be laid down under the supervision of the Royal Engineers, and in accordance with the "Regulations for Engineer Services." The state of the riding-house and of the manèges, whether opened or covered, is to be specified in inspection reports by general officers. Riding-schools.

906. There will be an officers' ride at least once a week during the winter, and also during the drill season when possible. A field officer is to be present, but he is not required to attend the instruction of officers not dismissed riding-school drill. At inspections officers are to ride as a class. Officers' ride.

907. In order to maintain a uniform system of equitation throughout the cavalry, commanding officers are called upon, from time to time, to select non-commissioned officers and men, and send them to the riding establishment at Canterbury, to be trained as riding instructors (see paragraph 1281). The selection of these men is to be made with great care. The names, services, and character of the men so selected are to be notified to the inspector-general of cavalry before his inspection, and the men are to be seen by him in the riding school at the inspection. Selection of N.C.O. and men for training at Canterbury.

908. Eight non-commissioned officers selected from cavalry regiments are to be permanently attached to the riding establishment at Canterbury, for the purpose of being trained for the appointment of riding-master. Non-commissioned officers of Royal Artillery, as required, one from the Royal Engineers, and one from the Army Service Corps, will from time to time be sent to the riding establishment for the purpose of being trained as riding-masters, the deputy adjutant-generals of Royal Artillery and Royal Engineers, and the assistant quartermaster-general of the Army Service Corps, selecting them as occasion may require (see paragraph 1283). No man who has been under instruction at the riding establishment will be appointed a riding-master unless he produces from the officer commanding the cavalry brigade, Canterbury, a certificate of perfect fitness, both as to general character and proficiency in equitation. N.C.O. in training for appointment of riding-master.

909. The officer commanding the cavalry brigade, Canterbury, is to forward quarterly to the War Office a report of the progress of the non-commissioned officers and men in training at the riding establishment, in order that those who do not present every prospect of qualifying may be sent back at once to their regiments. He may recommend that any man whose conduct is not perfectly satisfactory, or who gives no promise of improving at the riding establishment, be sent back to his regiment at any period in the course of instruction. Certificate of fitness of men.

910. A horse for each soldier will be selected by the inspector. Quarterly progress report.

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Reports on efficient men.

Selection of horses for

men went to the riding establishment

general of remounts, and forwarded direct to Canterbury three weeks after the arrival of the party. The horses should be unbroken, if possible 5-year-olds, and no unsound, inactive, or vicious animals should be selected. As soon as they are received at Canterbury the horses will be taken to the strength of the riding establishment. On the completion of the course, soldiers of the Household Cavalry and Royal Engineers will take with them to their units the horses which were provided for them, and the horses provided for soldiers of the Royal Artillery will be sent to the Remount Depot, Woolwich. The remainder of the horses will be drafted to regiments as circumstances may require.

System carried out regimentally.

911. The system of riding instruction taught at Canterbury is to be carried out regimentally. Upon the return of parties to their units, commanding officers are to encourage the men who have been favourably reported on by the officer commanding the cavalry brigade, Canterbury, by promoting them as opportunities offer, and appointing them assistants in the riding school. A qualified non-commissioned officer is to be posted to each squadron, and is to accompany it on detachment, to maintain the system of riding and the breaking in of horses.

Assistants to riding-school.

## Farriers and Shoeing-Smiths Shoeing.

Training of men as shoeing-smiths.

912. Farrier-serjeants at home (including farrier-corporals of the Household Cavalry) are to train men as shoeing-smiths.

Men to be selected

913. One man per squadron in the Household Cavalry, two men per squadron in the Cavalry of the Line, two men per battery in the Horse and Field Artillery, two men per troop and one man per field company in the Royal Engineers, and, except in the Depot Company, two men per company in the Army Service Corps, will be placed under instruction in the forge to qualify as assistant shoeing-smiths. Young men, quick of eye, handy, and of sufficient education and good character, should be selected with the view of their qualifying for the appointments of shoeing-smith and farrier-serjeant. During their training these men will be under the veterinary officer, and will be exempted from all duties except parades. Any man who does not make good progress should, on the recommendation of the veterinary officer, be sent back to the ranks. Two years are a sufficient time for the duration of this course, and at the end of this period the men should be returned to the ranks, and other men placed under instruction. Except in the Army Service Corps the men selected for this course must extend their service to complete 12 years with the colours. Vacancies in the appointment of shoeing-smith should be filled by selection from the men so trained.

Vacancies for shoeing-smiths.

Examination by board of officers

914. On or about the 31st December yearly, or when vacancies occur, should there be no men in the ranks qualified for the appointment, a board will be convened by the officer commanding to examine and test the efficiency of the men who have been under instruction as shoeing-smiths. The board will consist of a staff officer or senior captain, one captain, one lieutenant, and the veterinary officer. If all these officers cannot be spared, a less number may be detailed, but the veterinary officer will, if possible, always be a member. The board will ascertain whether the men are thoroughly competent to shoe horses and to make shoes and nails, and whether they have

acquired such a knowledge of a farrier's duties as to render it likely that they could perform the duties of farrier-serjeant or shoeing-smith with efficiency. The fact of a man having qualified will be noted in his small book, and the number of men trained in each battery, squadron, or company in the course of the year is to be shown in the annual return. Qualified men should be afforded opportunities of keeping up their knowledge.

915. The farrier-serjeant is to examine each foot of every horse every day, when broken nails are to be replaced, loose shoes fastened, and projecting clenches hammered down. He must at all times avoid rasping the surface of the crust or cutting away the sole or bars. He is immediately to report to the veterinary officer any appearance of thrush, or unhealthy condition of the feet, and bring the same to the notice of the officer commanding the squadron who is responsible that the horse is so shod as to be at all times fit for any kind of work. Horse shoes of all units will be stamped on the foot surface of the inside heel with the number of the horse for which they have been fitted, and with the initial designation of the squadron, battery, troop, or company, and corps on the foot surface of the outer heel. Duties of farrier-serjeant.

916. A shoeing book will be kept up by every farrier-serjeant, corporal-farrier, shoeing-smith, or private, who carries out the shoeing of a unit. All entries will be made in ink. The officer in veterinary charge will frequently inspect these books and check the dates, &c. Marking shoes.

917. Every farrier-serjeant and shoeing-smith is to be instructed and kept in practice in nail-making. Shoeing book.

918. Spare nails carried in shoe-cases should be kept free from rust by being rubbed over with an oiled rag, and periodically inspected. They should be used up and replaced as opportunities offer. Nail-making.

919. When arrangements are entered into by commanding officers for the shoeing of Government horses or mules by artificers not in the regular pay of Government, the price agreed on is to cover the cost of branding and keeping up the army general numbers, and of any other duties incidental to the proper care of the feet of the animals. Spare nails to be oiled.

920. The services of the farrier-quartermaster-serjeant are to be placed entirely at the disposal of the veterinary officer, under the orders of the commanding officer. Prices for shoeing to cover other duties.

921. The farrier-serjeant, in working dress, assisted by the shoeing-smith of the troop, is to examine at the commencement of the morning stables every horse in the squadron stables, especially as regards shoeing. Having performed this duty and reported to the senior officer or non-commissioned officer of the squadron, they will go to work. A similar examination and report will be made at mid-day stables as soon as the horses return from exercise. The farrier-serjeant and one shoeing-smith per squadron will attend all mounted parades with a case of tools, unless otherwise specially ordered by the commanding officer. Farrier-serjeants and shoeing-smiths are to attend all commanding officers' dismounted parades. On field days and inspections, farrier-serjeants and shoeing-smiths will be mounted. Farrier-quartermaster-serjeant.

922. Before horses are sent from a unit from which they are transferred, they are to be well shod. The veterinary officer in charge will make a minute inspection, and furnish a certificate, to be transmitted to the unit receiving the horses, stating that Farrier-serjeants and shoeing-smiths.

(Q.R.)

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Attendance at parade.

Transfers to be well shod.

they proceed complete in respect to their shoeing, and specifying the date on which each horse was last shod.

Shoe heels  
to be pierced  
for frost  
nails.

923. The shoes of all troop horses shod between the 1st October and the 31st March will, before they are applied to the feet, have the heels pierced for frost nails.

[For further instructions, see the "Regulations for Army Veterinary Services."]

## Saddlers and Saddlery.

Fitting of  
saddlery.

924. In cavalry regiments, officers commanding squadrons are responsible, under the supervision and direction of the commanding officer, for the proper fitting of the saddlery of their squadrons. The saddle-trees are in various sizes, and should be fitted without pannels or blankets, changing them from horse to horse as may be found necessary; any alteration required can be made by the saddle-tree makers.

Half yearly  
strung.

925. Once in every six months the whole of the saddle-trees in possession of a cavalry regiment will be stripped and fitted under the personal supervision of the commanding officer, who will be most particular in seeing that the saddle-trees fit the horses backs. A certificate, signed by the commanding officer, to the effect that this has been carried out will be forwarded to the inspector general of cavalry on the 1st April and 1st October in each year.

Roughing  
stirrup-  
leaves.

926. Stirrup-leaves in the mounted services are to be roughed as often as required, not less than once every three years. This duty is to be performed in the cavalry by the armourer sergeant, and in other mounted units by the regimental artificers.

Breast har-  
ness for  
cavalry.

927. In order that cavalry horses may upon emergencies be available for draught in dragging artillery or military carriages through deep roads, and in surmounting impediments and obstacles in the course of active service, four horses per squadron in each regiment will be equipped with breast harness.

Care of  
saddlery of  
detach-  
ments.

928. Commanding officers of cavalry regiments will observe the following rules in detailing assistant-saddlers for duty with detachments—1) When there are three or more detachments the saddler-sergeant alone will be retained at headquarters, and in the event of his having the repairs of more than one squadron including the repair of saddlery left at headquarters by detachments, he should be allowed, if necessary, the assistance of one or more men. 2) When detachments are less than three the assistant-saddlers should, if necessary, proceed from one to another to perform repairs. 3) The employment of civilians, as far as possible, to be avoided.

Spare  
saddlers.

929. Commanding officers will be responsible that there are in each cavalry regiment, in addition to the establishment, at least two saddlers and one saddle-tree maker qualified and available to succeed to any vacancies.

Disposal of  
saddle-tree  
makers on  
being  
ordered  
to India.

930. Vacancies in the grade of saddle-tree maker will not be filled up in cavalry regiments after warning for service in India has been received, as this grade is not part of the Indian establishment. Saddle-tree makers who upon the embarkation of a regiment for India have not been otherwise provided for will revert to duty in the rank they held before appointment as saddle-tree maker.

## MESSES, BANDS, GARRISON AND REGIMENTAL INSTITUTES, LIBRARIES, &c.

### Officers' Messes.

931. The establishment of a regimental mess upon a well-regulated system is of the utmost importance. The commanding officer is responsible that all the regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and must by his personal example and advice encourage economical habits and careful management. Every officer of the corps is to be a member of the regimental mess, and the ordinary expenditure must be regulated with special regard to those whose incomes are the most limited. Responsibility of commanding officer.

932. The practice of paying mess bills through the regimental agents is not to be permitted. Every officer is personally to pay his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the mess committee will report in writing to the commanding officer any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory, and the account is not settled by the 14th of the month, the circumstances will be reported to the general officer commanding for such action as he may deem necessary. Mess bills.

933. No officer will be allowed leave of absence while his mess bill for the past month is unpaid. If unpaid.

934. All officers present at regimental headquarters, except married officers, are to be dining members of the mess, but when their wives or families are absent, married officers are also to become dining members. Dining members.

935. Upon the arrival of a unit at a new station, the commanding officer should, if a civilian mess-man is employed, take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When a non-commissioned officer is employed as caterer to the mess, the mess committee will be responsible for pecuniary transactions with tradesmen. Responsibility for debts.

936. A serjeant is allowed to act as mess-man or caterer or superintendent of the mess-establishment, but no non-commissioned officer is to be employed in any menial capacity about the mess. Mess-serjeant.

937. Mess-men should clearly understand that if they cash cheques for, or advance money to, officers it will be at their own risk, and that in case of default no assistance will be rendered by the military authorities in recovering any sum they may have advanced. Cashing of cheques, &c., by mess-man.

938. The mess allowance granted by the "Allowance Regulations," except such reasonable portion as is required to provide equipment, will be supplied to the reduction of the daily expenses of the mess and the cost of the wines consumed at dinner, for the benefit exclusively of the officers who attend it. Application of mess allowance.

939. The equipment necessary for the maintenance and comfort of the mess will be charged against the mess fund. The whole of the mess property will be insured against loss by fire or ship-wreck, the premiums being made a charge against the mess fund. Equipment. Insurance.

940. Presents of plate from officers on first appointment, on promotion, or on other occasions, are prohibited. Presents of plate.

941. A mess meeting will be held once a quarter for the purpose of discussing any propositions that may be brought forward con- Quarterly mess meeting.



cerning the management and comfort of the mess, and for authorizing any special outlay of funds that may be required for mess purposes. The votes of the officers will be taken upon any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided the commanding officer concurs. The proceedings of the quarterly audit board referred to in paragraph 674 will be laid before this meeting.

Inspecting  
accounts

942. General officers at their inspections will examine the mess accounts, and note in their reports whether the and to have or have not been duly carried out. Should the mess be in debt they will report the amount and what provision has been made for its liquidation.

Detachment  
mess equip-  
ment

943. When a unit furnishes a detachment of not less than three companies, a proportion of the mess fund, plate, and equipment is to be assigned for the use of the detachment.

Discipline  
mess.

944. The senior combatant officer present at mess is responsible for the maintenance of good order and discipline.

Certificate  
on change of  
command.

945. Before giving over the command of a unit or portion of a unit in which an officers' mess is maintained, the commanding officer will send to the general officer commanding a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should he be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the general officer commanding may decide whether they are to be paid by him or can be taken over by his successor.

Assumption  
of command

946. A copy of the certificate referred to in paragraph 945 will be handed by the officer vacating to the officer assuming the command of the unit, or portion of a unit. The latter will satisfy himself that no debts are due by the mess or wine funds which have not been reported, and will report to the general officer commanding that he is satisfied with the state of the funds.

*Mess Contributions and Subscriptions.*

Household  
troops

947. The regulations contained in paragraphs 948 to 951 are not applicable to the Household troops.

Regimental  
officers on  
Cavalry and  
Infantry

948. All regimental officers on the strength of a unit of cavalry, or infantry will on appointment pay to the mess fund a contribution fixed by the commanding officer, but not to exceed thirty days' pay. This contribution is to be charged in monthly instalments of three days' pay on the original net pay of each officer's rank, exclusive of the increase resulting from length of service, brevet-rank, appointment as adjutant or other employment.

Naval  
Artillery

949. In the Royal Artillery, officers will on appointment pay a contribution of 3*l* to the head-quarter mess at Woolwich, and a further contribution (the amount of which will be notified in regimental orders) to each regimental mess they may subsequently join.

Royal  
Engineers

950. In the Royal Engineers, officers, whether married or single, will, in addition to the contribution specified in paragraph 948, but in lieu of that specified in paragraph 949 pay to the head-quarter mess at Chatham one day's pay of their rank annually, provided they are not required to contribute to any other established mess.

Army  
Service  
Corps

951. In the Army Service Corps officers will, on appointment, pay to the head-quarter mess at Aldershot a contribution as under.

A captain or lieutenant ....	5/.
A second lieutenant ....	3/.
A lieutenant on promotion from second lieutenant ....	2/.

and a further contribution, the amount of which will be notified in corps orders, to each station mess they may subsequently join.

**952.** When an officer is promoted in his battalion, or to another battalion of the same regiment, he is to pay a sum not exceeding thirty days' difference between the original net rates of pay of the rank attained and of the rank from which he is promoted. If he exchanges, is transferred in the same rank, or is promoted to another regiment, or exchanges, or is transferred or removed for his own convenience, to another battalion of the same regiment, he is chargeable with the whole amount of contribution (as specified in paragraph 918) to the regiment in which he is promoted, or to the regiment or battalion to which he exchanges or is transferred or removed; but he is not to be charged with payment to the mess-fund of his former unit beyond the month during which his removal takes place. on promotion, exchange, or removal to another battalion.

**953.** An officer's contribution is due to the unit to which he belongs according to the dates given in the "London Gazette," and will be assessed by those dates. Officers retiring or going on half-pay, or being seconded, are not liable for contribution beyond the month in which their removal from the establishment of their corps takes place. Contribution, how assessed.

**954.** Officers from half-pay, whether appointed to their former corps or not, are liable to pay the contribution to the mess-fund, except in the case of an officer who, having paid his contribution, is appointed to his former corps within twelve months of his having been placed on half-pay, or who, having been compulsorily placed upon half-pay, is brought back into his former position in his corps. If re-appointed to his former corps in a higher rank under the above conditions, he will pay the difference only, as specified in paragraph 952. on appointment to former corps, or on half-pay.

**955.** All officers on the strength of a corps, whether present or absent, are also to pay a subscription to defray the ordinary expenses of the mess at a rate to be fixed by the commanding officer, but not to exceed eight days' pay of their regimental rank yearly. This subscription is to be charged in quarterly payments in advance from the date of appointment. Options.

**956.** Further instructions as to the mess subscriptions payable by officers of the Royal Artillery, Royal Engineers, and Army Service Corps are contained in the regimental orders, corps orders, and standing orders.

**957.** An officer on being seconded, on being placed on half-pay, or on retiring, is not to be charged with regimental subscriptions beyond the date of his removal as notified in the "London Gazette."

**958.** When an officer is removed from one unit or corps to another by transfer, exchange, posting, or promotion, his subscriptions will be due to his former unit or corps until the date of his actually quitting it. Subscriptions during the period which may intervene between his quitting one unit or corps and joining another will be due to the unit or corps to which he actually belongs, according to the date given in the "London Gazette." The subscriptions will be paid in the rank with the pay of which the officer is actually connected. transfers, &c. bat. 29.

When  
attached to  
other corps.

959. Officers, other than medical and veterinary officers, attached to units for one month and upwards, will pay to the unit to which they are attached the mess subscriptions they would otherwise have paid to their own unit. Officers commanding the units to which they are attached will inform the regimental agents of the dates of joining and leaving, in order that their subscriptions may be duly credited.

Exemptions

960. Seconded officers, majors holding extra regimental appointments who are not seconded but whose places are filled by an additional captain, and such adjutants of Militia as, not being seconded, are retained on the establishment of their battalions, are exempt from the payment of subscriptions to their units. Married officers are liable to only one-half of the annual subscription, when they do not regularly attend the mess as dining members.

Married  
officers

Exceptions

961. As officers while at the Staff College subscribe to the officers' mess at that establishment, they are not required to pay subscriptions to the mess fund of their units. Officers attending the School of Military Engineering at Chatham will subscribe to the Royal Engineers' mess at that station, and officers attending the School of Musketry will subscribe to the mess of that establishment.

Depôt mess.

962. The regimental depôt mess will be credited with one-fifth of the contributions of the company officers of each line battalion belonging thereto, as well as with the annual subscriptions of the officers who are serving thereat. The staff will pay subscriptions only, except in the case of the officer appointed to command the regimental district, who will, in addition, pay a contribution of 5*l* to the mess fund.

Militia  
adjutants,  
&c.

963. The staff will include the adjutants and quartermasters of the Militia battalions having their headquarters at the regimental depôt station. When, however, these officers, during the training period, subscribe to the messes of their Militia battalions, their subscriptions to the depôt mess will be deducted.

Limits of  
contribu-  
tions and  
subscrip-  
tions.

964. The commanding officer will prevent an undue accumulation of the mess fund, and will fix the rates of contributions and subscriptions thereto, which must never exceed the limits prescribed without the sanction of the commander-in-chief.

Sub-  
scriptions for  
incidental  
expenses.

965. The monthly charge for all incidental expenses not covered by the annual subscription of officers, should not exceed 10*s*. in ordinary and 15*s*. in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess should be established to the satisfaction of the general officer commanding.

## Regimental and Mess Entertainments.

Entertain-  
ments.

966. Balls and other expensive entertainments can only be given on the responsibility of officers commanding units, who must in every case obtain the sanction of the general officer commanding, and satisfy him as to the wishes of the officers concerned. Statements of the expenses of entertainments which have been allowed will be submitted to the general officer commanding at his annual inspections.

Submission  
of expenses  
to G.O.C.

Proposals  
for

967. Whenever it is proposed by a unit to give any entertainment or to entertain a guest (not an inspecting general officer) a paper notifying the proposal will be circulated, and only those officers who have signed the paper will be called upon to pay their share of the expense incurred. Commanding officers are to

give their special countenance and protection to any officers who decline to share in the proposed expense. The cost of such entertainments (including that of public guests) is to be assessed on those concerned in shares of so many days' pay of his rank to each individual officer. Distribution of cost.

968. Officers absent from their unit at the Staff College, or holding staff appointments, or left behind in India as probationers for the staff corps, are not chargeable with any share of entertainments. Exemptions from contributions to entertainments.

969. Officers inviting private friends to a mess dinner are to bear the whole expense of their entertainment. Private friends.

970. Officers are forbidden to combine, regimentally or otherwise, for the purpose of giving luncheon parties, or entertainments at race meetings, without the sanction of the general officer commanding. Lunch parties at race meetings.

971. The practice of entertaining units on arrival at or departure from a station is prohibited; the hospitality afforded should be limited to offering to the officers the accommodation of the mess as honorary members. Arrival and departure of regiments.

#### **Bands, Band Subscriptions, Bandmasters, and Musical Training.**

972. The establishment of a regiment of cavalry and a battalion of infantry includes for service in the band—1 bandmaster, 1 serjeant, with, for infantry, 1 corporal and 20 privates, and for cavalry, 15 privates, in addition to the establishment of trumpeters, buglers, drummers, fifers, and pipers. These men are to be effective soldiers, perfectly drilled, and liable to serve in the ranks, and the numbers stated are not to be exceeded. Establishment. Efficiency.

973. A bandsman who commits an offence entailing an entry in the regimental defaulter book will be liable to be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded. Offences.

974. Lads and boys enlisted by special authority for training as musicians, but not included in the establishment of bandmen, may be clothed like bandmen, provided no expense to the public is thereby caused. Boys specially enlisted.

975. The accounts of the band fund, and propositions for exceptional expenditure, are to be laid before the quarterly audit board referred to in paragraph 674. Audit of accounts, &c.

976. When units are brigaded on parade and their bands massed, the senior bandmaster will conduct. When massed bands play together on other occasions, bandmasters will, according to their seniority, choose and conduct the pieces to be performed. Massed bands.

977. Bugles, trumpets, drums, and fifes are supplied at the Government public expense, and under the "Allowance Regulations" annual contributions are granted to bands. Government grant.

978. The following books, published by authority, are to be adhered to by the units which they concern, without addition or alteration, either as regards the soundings or their application:— Books of instruction, &c.

*In the Mounted Services and Garrison Artillery.*—"The Trumpet and Bugle Sounds."

*In the Infantry.*—"The Trumpet and Bugle Sounds,"—and "The Drum and Flute Duty."

979. The authorized arrangement of the National Anthem will National Anthem.



invariably be used. The arrangement for cavalry will be used also by light infantry and rifle corps; that for infantry by cavalry when dismounted. Both arrangements may be played in combination when so required. The correct time of the National Anthem is M. M. ♩ = 60, and this will invariably be adhered to.

980. All regiments and battalions will provide themselves with copies of "National Anthems of all Nations," published by Messrs. Boosey and Co., London, which will be shown at general inspections.

981. It is essential that the band, bugles, and drums when playing or beating for military purposes, particularly for marches, should adhere strictly to the time which will allow, within the minute, the exact number of steps prescribed in "Infantry Drill." The band and the drums or bugles are to be practised together, in order that, when relieving each other, the time may be preserved. In like manner cavalry bands are to practise playing for parade movements, so that the time may correspond to the action of a horse at the paces prescribed for the "trot" and the "gallop."

#### *Band Contributions and Subscriptions.*

982. The following contributions and subscriptions to the band fund are to be paid by regimental officers (except in the Royal Artillery and Royal Engineers, whose rates of subscription and exemptions are notified in their regimental orders). The rules as to exemption, mode of payment, and liability to pay on exchange, transfer, promotion, and re-appointment are the same as those for contributions and subscriptions to the mess-fund, except that officers attached to units and officers below the rank of captain will not be required to contribute or subscribe, and that married officers will always pay full subscriptions.

- a. Every regimental officer, on attaining the rank of captain, will contribute a sum to be fixed by the commanding officer, but not exceeding 20 days' net pay of a captain, and, on subsequent promotion, will further pay a contribution not exceeding 20 days' difference between the net rate of pay of the rank attained and of the rank from which he is promoted.
- b. All regimental officers above subaltern's rank will pay an annual subscription not exceeding 12 days' pay, in quarterly payments in advance.

#### *Bandmasters and Musical Training.*

983. The Royal Military School of Music is maintained to train non-commissioned officers as bandmasters, and privates and boys as regimental musicians (see paragraph 1250 to 1257).

984. As the efficiency of bandmasters, in a great measure, depends upon the qualifications of the non-commissioned officers sent to the Royal Military School of Music as students, the greatest care must be taken in their selection.

985. The appointment of bandmaster will be conferred only on a duly qualified non-commissioned officer who has a first-class certificate of education. Bandmasters are not permitted to wear plain clothes on duty. They will receive, in addition to the pay of their rank, £70 a year, or in India 800 rupees, from the band fund. The pay from the band fund is working pay, and they will not become



entitled to it until they have joined and assumed their duties, neither will it be allowed for any period of absence from duty, except when on public service, in excess of 30 days in each year, reckoning from the 1st April.

**986.** Bandmasters are responsible for the command and discipline, as well as for the instruction, of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Duties of bandmasters.

**987.** Regimental musicians should be encouraged to qualify for the positions of serjeant-trumpeter, serjeant-bugler, and serjeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments. Training of serjeant-trumpeters, &c.

**988.** Bandmasters will also instruct the non-commissioned officers of their bands who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:—(1) Elementary knowledge of clefs; (2) structure of scales; (3) classification of intervals; (4) simplest form of chords; (5) elementary harmony; (6) elementary instrumentation. The instruction should consist of at least two lessons a week, of not less than half-an-hour's duration each. Instruction of N.C.O.'s by bandmasters. Subjects.

**989.** A return of men whom the bandmaster certifies as having passed a satisfactory course and examination under him, will be kept in the orderly room of each regiment or battalion, and a copy of the return will be sent annually to the Commandant, Royal Military School of Music, Kneller Hall, Hounslow, on the 1st of January. Commanding officers will encourage the attendance of the band non-commissioned officers, and of such regimental musicians possessing musical talent as are desirous of joining these classes. Return of men instructed.

**990.** In addition to the examinations for promotion referred to in paragraphs 1229 to 1238, band non-commissioned officers, before promotion to band serjeant or band corporal, must pass the course of instruction, and have their names registered as directed in paragraph 989. When, however, the commanding officer considers that the interests of the service would be advanced by the promotion of a non-commissioned officer who has not passed this examination, the promotion may be made subject to his passing within three months. Promotion to band serjeant or corporal.

**991.** Commanding officers, in recommending candidates for training at the Royal Military School of Music as bandmen, will specify in every case the battalion of the regiment which it is intended they shall join on termination of their instruction. Battalions which the men are to join to be stated.

**992.** In order to ensure uniformity throughout the bands of the service, the instruments are to be of the pitch known as the "Kneller Hall" pitch. Arrangements have been made whereby first class instruments for regimental bands may be obtained through the Royal Military School of Music at 25 per cent. less than the published prices. Forms of application to be provided with instruments in this manner can be obtained from the Commandant, Royal Military School of Music. Band instruments.

### Serjeants' Messes.

**993.** A serjeants' mess will invariably be formed when practicable, or the reasons which make one untractable are to be explained at the annual inspection. The commanding officer will be responsible that the serjeants' mess is conducted with economy, Formation of serjeants' mess.

regularity, and order. The second in command will, as a rule, be charged with its immediate supervision.

994. The following are the regulations for serjeants' messes:

- i. All regimental warrant officers (except 1st class serjeant majors of the Army Service Corps), bandmasters, and staff and other serjeants, including artificers ranking as serjeants (except armament artificers, machinery artificer section Army Ordnance Corps) whether married or single, are to be members of the mess, and the single members must be dining members. A serjeant on the permanent staff of the Militia who is quartered at the same station as a regimental depot, will be a member of the depot serjeants' mess. In the Royal Engineers, corporals are also to be members of the serjeants' messes. At stations where with isolated sections of submarine miners it is difficult to establish a mess, second corporals may be members at the discretion of the commanding Royal Engineer. Paid lance-serjeants will belong to the mess, but those who do not receive inner pay have the option of joining the mess or not. Army school-masters, posted to a garrison school, will be honorary members with an entrance fee of the serjeants' messes of the units whose men attend the school. 1st class serjeant majors of the Army Service Corps and warrant officers Army Ordnance Corps, may, when their numbers are not sufficient to enable them to form messes by themselves, become honorary members of serjeants' messes. Non-commissioned officers of other corps not below the rank of lance serjeant may with the sanction of the commanding officer be admitted as honorary members, but they should be limited in number.

- ii. Every member should pay an entrance fee not exceeding three days' pay on first joining the mess and on promotion the difference of three days' pay. An armourer serjeant will pay the entrance fee of three days' pay to the serjeants' mess of the first corps to which he is attached after promotion to the rank of armorer-serjeant, 2nd class and the difference of three days' pay in a similar manner on each occasion of promotion to a higher grade. A monthly subscription may be charged, not exceeding one shilling and sixpence for unmarried, and ninepence for married or detached members. A non-commissioned officer at the Royal Military School of Music pays a subscription to the mess of that institution and is not liable for a subscription to the serjeants' mess of his corps.

- iii. Mess-meetings, at which all members are to attend, are to be held monthly. The serjeant major is to preside, or in his absence the quartermaster serjeant or next senior staff serjeant or colour-serjeant. Minutes of the proceedings are to be recorded and submitted to the second in command for the approval and confirmation of the commanding officer.

- iv. The management of the mess is to be conducted by a committee, the president of which should not be below the rank of colour-serjeant with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess meeting, subject to the approval of the commanding officer. They are responsible to the commanding officer for the management of the mess, and have power to authorize an ordinary expenditure, but no exceptional outlay is to be made without the previous sanction of a mess meeting, and the approval of the commanding officer.

- v. A serjeant, not a member of the mess committee, is to be selected by the commanding officer to act as caterer. He is to be exempt from other duties, and is to take charge of all stores of eatables

Rules for guidance  
Warrant  
Officers and  
serjeants  
to be mem-  
bers.

R. E.

Lance  
serjeants,  
School-  
masters

A. S. C. and  
A. O. C.

Honorary  
members.

Fees and  
subscrip-  
tions.

Subscrip-  
tion.

Mess-meet-  
ings

Mess-com-  
mittee.

Caterer.

and liquors, and to receive from members the amounts due by them for liquor. These amounts may, at the discretion of the commanding officer, be paid weekly or on the spot; but in either case the cash is to be handed over to the treasurer on the same day as it is received. A "Liquor Book" is to be kept in every mess, in which will be entered, at the time it is served, all liquor supplied to each member or honorary member. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will obtain all its malt liquor at cost price through the regimental institute from the contractor who supplies the canteen, brewed by the same brewer, but of such quality as its members may desire. It will also obtain from the regimental institute all other supplies which can by regulation be sold there, but of any desired quality. Other articles, the sale of which is prohibited in regimental institutes, will be procured through tradesmen approved by the commanding officer.

- vi. The daily rate of messing is not to exceed one shilling. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances is any to be sold to any private soldier or to a non-commissioned officer who is not a member or honorary member of the mess. Messing.
- vii. A staff-serjeant or colour-serjeant is to be appointed by roster to act as treasurer for the quarter. The treasurer is to give to captains, monthly, a statement showing the amount due by members for messing and subscriptions, and the amount will be recovered in the same manner as other regimental bills. The bills due by the mess will be signed by the president and submitted to the second in command, who will himself pay those for amounts exceeding £1, usually by cheque, and arrange for the payment of smaller amounts by the treasurer. The second in command will be responsible to the commanding officer that bills for current expenses are punctually paid, and will certify to him, each month, that there are no outstanding debts. He will every week examine and check the caterer's book and the treasurer's accounts, and submit the same with all vouchers on or before the 5th of each month to the monthly mess-meeting. A statement of the accounts, signed by the president, is to be submitted to the quarterly mess-meeting for audit and approval, and will be subsequently laid before the commanding officer. No accumulation of funds should be allowed to remain in the hands of the treasurer; any sum exceeding five pounds is to be handed over by him to the second in command, who will place it in the bank. Any balance over £5 remaining at the end of the month after all bills are paid, is to be placed in the bank. Treasurer and accounts.
- viii. No entertainment is to be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer. The liquor used on these occasions is not to be charged against the mess fund. Entertainments.
- ix. The senior warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess. Discipline in the mess.
- x. Each mess may draw up rules on matters of detail, which must be submitted for the approval of the commanding officer. Detailed rules.
- xi. Garrison messes will be conducted in accordance with the foregoing principles so far as they are applicable. The garrison-serjeant-major, or acting garrison-serjeant-major, will preside at the mess meetings. In his absence the senior combatant warrant or non-commissioned officer present will preside. Garrison messes.
- xii. The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund. Insurance.

President or  
treasurer.

995 The undermentioned warrant officers and non-commissioned officers are not to act either as president or treasurer of a sergeants' mess. Regimental sergeant-majors, schoolmasters, bandmasters, regimental quartermaster-serjeants, and serjeant instructors in musketry.

Entertain-  
ments

996. Entertainments by the sergeants' mess should be discouraged, and, as a rule, hospitality should be limited to offering sergeants of units joining or quitting the station the use of the mess as honorary members. In all cases the sanction of the commanding officer must first be obtained.

## Garrison and Regimental Institutes.

### General Instructions.

Objects with  
which estab-  
lished

997 A regimental institute will be established in every unit to supply the troops with good articles at the lowest prices consistent with good quality, without limiting their right to resort to any other shops or markets, and to provide means for their recreation and amusement.

Rules issued  
separately.

998 Particulars as to the branches into which the institute is to be divided, as to the grouping of the branches, and as to the principles on which certain branches of the institute are to be managed are contained in "Rules for the management of Refreshment branches of Garrison and Regimental Institutes" which are issued separately, and will be observed in the same manner as if they formed part of these regulations, extracts therefrom being conspicuously posted up in all institutions to which they refer.

999 The library, with any branch coffee bar in connection therewith, the skittle alley, shooting gallery, theatre, cricket ground, and all places of outdoor recreation will form part of the "recreation room" branch of the institute.

Garrison  
institutes

1000. At stations where local circumstances render it expedient, general officers commanding may establish garrison institutes, either in lieu of or in addition to the regimental institutes, or of any part thereof, as may seem most desirable. Garrison institutes will be administered under the orders of the general officer commanding, in conformity with the "Rules for the management of Refreshment branches of Garrison and Regimental Institutes."

Respon-  
sibility of  
general  
officers

1001 General officers commanding districts or stations will exercise supervision and control over all institutes, and will be responsible that the regulations and rules are properly observed. They will decide all matters connected therewith which may require the sanction of authority superior to that of the commanding officer of the unit.

Visiting by  
officers.

1002 All premises of the institute will be visited frequently by the commanding officer, occasionally by the medical officer doing duty with the unit and daily by the captain or subaltern of the day.

Inspection of  
weights and  
measures.

1003. Within the United Kingdom, local inspectors of weights and measures are to have access to all premises of institutes for the purpose of carrying out the provisions of the law relating to the inspection of weights and measures.

Entertain-  
ments in  
institutes.

1004. Entertainments and amusements may be organized under the supervision of commanding officers, in connection with either garrison or regimental institutes. They will not take place within the canteen premises, unless it cannot be otherwise arranged, and care will be taken that no incentive to drinking is offered.

### Canteens, Grocery Shops, and Coffee Rooms.

1005. The canteen and grocery shop will, when practicable, be maintained on the regimental system, the tenant system being

adopted only where the former is inapplicable, as in the case of single companies, &c., or of detachments unable to furnish the requisite officers for the committee of management. The establishment of the tenant system requires the previous sanction of the Secretary of State for War. When the tenant system is adopted, the commanding officer has the right to maintain a recreation-room, and coffee-room or coffee-bar, but must draw all supplies from the approved tenant.

Regimental  
and tenant  
system.

1006. Detachments which have no separate canteen, grocery shop, or coffee-room should be permitted to use those belonging to another corps.

Detach-  
ments.

1007. A committee of management of three officers will be appointed by the commanding officer (or by the general officer commanding in the case of a garrison institute), under whose orders they will act. The president should be a field-officer, and should generally be the second in command of a unit, but in no case will he be under the rank of captain; a commanding officer may appoint himself president. The president will, when practicable, be exempted from serving on boards, courts of inquiry, and courts-martial. No officer of the regimental staff is to be a member, and not more than one member should be changed at a time.

Committee  
of manage-  
ment.

1008. The committee is to superintend the management and accounts of the institute, to visit the premises frequently and inspect the quality of all articles sold, and generally to enforce the regulations and rules. The immediate supervision of the several branches of the institute should be divided among the members, but this will in no way lessen the responsibilities of the president or of the committee as a body.

Duties of the  
committee.

1009. On the appointment of a new committee or a new president, a regimental board consisting of a field officer, if possible as president, and of which the outgoing and incoming committee-presidents will form part, will assemble to examine the financial condition and the accounts of the institute. They will record, with reference to each branch:—(1) The actual cash balance at the date of transfer, and in whose hands it is lodged; (2) the liabilities on all accounts, including merchants' and tradesmen's bills, and unrepresented cheques; (3) all assets ascertained and assumed to their satisfaction. A note that this has been done will be made in Army Book B 277 for the month.

Proceedings  
when  
changes in  
the com-  
mittee are  
made.

The proceedings will be retained by the commanding officer for subsequent reference in determining the responsibilities of the respective committees.

1010. Except in canteens of the mounted branches for 15 minutes before midday stables or before stables after field days, no intoxicating or malt liquors of any description are to be sold before 12 noon, or after tattoo, or during the hours of Divine Service on Sundays. In no canteen will any liquors be sold at any time to any person appearing to be in the smallest degree under the influence of drink. The canteen will be closed at tattoo.

Nature and  
uses of the  
canteen.

1011. The grocery shop is not to be connected in any way with the canteen (except as to its management), and, whenever practicable, it will be in an entirely separate building. The sale of intoxicating liquors or poisons is prohibited. Harmless drugs and simple medicines approved by the visiting medical officer may be sold. With regard to other articles the discretion of the commanding officer is not restricted. The grocery shop will be open during such hours as the commanding officer may determine, and closed half an hour after tattoo.

The grocery  
shop.



The coffee-room.

1012 The coffee-room will be associated with the grocery shop, but a separate room should be allotted to it, and in any case a partition should divide the two. It will, whenever possible, form an adjunct to the recreation-room. It is maintained for the supply of refreshments such as—Tea, coffee, cocoa, non-alcoholic drinks, soup, fish, eggs, bacon, cooked and preserved meats, &c., and will be opened at such an hour as to enable men to obtain refreshments before the morning parade, and will be closed half an hour after tattoo.

Persons entitled to deal at the institute.

1013. Officers and soldiers with their families and servants, are the only persons permitted to purchase articles at any of the branches of the institute. Where such exist in their own unit, they are prohibited, save with their commanding officer's permission, from making purchases in those of other units, except of articles consumed on the premises.

Dealing on behalf of others prohibited.

1014 All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. Any wilful breach of this regulation, if committed by a soldier, will render him liable to punishment, or to be prohibited from using the institute, and if committed by any other person will render the person or family implicated liable to a like prohibition.

Women dealing at the canteen and grocery shop

1015. Women entitled under paragraph 1013 to deal at the institute, may enter the canteen and grocery shop for the sole purpose of making purchases, but are not to be permitted to remain there, or to consume any articles on the premises. No civilians are to be allowed to purchase articles in any of the establishments, at any time, or during the hours prohibited by the existing Licensing Acts to enter the canteen.

Civilians not to enter or to deal

Supply of milk

1016. Before a contract or agreement for the supply of milk is made by a commanding officer or the president of an institute, the sample offered is to be approved by the medical officer in charge of the barracks. It should be made a condition in the contract or agreement that the medical officer may, without giving notice, visit the farm from which the milk is supplied, to inspect the surroundings, the dairy, and the water used in washing the milk pails, as well as to enquire into the manner in which the cows are stabled and fed. Reports of such visits will be forwarded for the information of the general officer commanding the district.

The medical officer will frequently obtain, from units and institutes, samples of the milk supplied, and test its purity. A sample of the milk supplied will be sent by the commanding officer to the station hospital weekly, but not always on the same day of the week, with a view to its quality, specific gravity, and the percentage of cream being ascertained.

Soldiers' friends admitted to coffee-room.

1017 The commanding officer may permit soldiers to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The commanding officer may, at his discretion, exclude any individual at any time.

Payment for purchases.

1018 Pocketbook accounts, to be paid weekly, may be allowed for officers and sergeants' messes, and for the families of those entitled to deal at the institute.

#### Recreation Rooms.

Accommodation provided.

1019. When the barrack accommodation admits, there are to be for each unit two recreation-rooms, specially furnished by the Government, and under the charge of the regimental librarian.

One of these is to be a reading room, the other a room for games. Where only one room can be spared, it is to be used for both purposes. A reading room will be provided when possible for a detachment. At stations where there is accommodation for one unit only, the recreation-room will serve also as the library. A coffee-bar will, when necessary and practicable, be provided.

1020. Smoking may be allowed in the recreation-rooms and arrangements should be made for the supply of tea, coffee, or other refreshments, but the introduction of wine, beer, or spirits is prohibited. No newspapers or periodicals are to be admitted into any recreation-room without the sanction of the committee. Smoking and refreshments.  
Newspapers.

1021. The management and superintendence of recreation-rooms, and of their funds, form part of the duties of the committee of the institute. The sub-committee will recommend to the committee the books to be purchased for the library, and the periodicals, newspapers, and games for the recreation-rooms, endeavouring in their recommendations to meet the wishes of the subscribers. Management and superintendence.

1022. The recreation-rooms are open to all soldiers who are subscribers. The subscriptions will be collected by officers commanding companies, and handed over to the member of the committee who is in charge of the funds. The monthly subscription will be fixed by the committee, at as low a rate as the state of the funds will permit, but it is not to exceed the following rates. Subscribers whose permanent grade is :— Subscribers, and rates of subscription.

Not below that of serjeant .... 6d.

" corporal, 2nd corporal, or bombardier .... 4d.

All lower grades .... 3d.

1023. The subordinates of the civil and military departments at a station may, on the invitation of the regimental committee and with the sanction of the commanding officer, be admitted as honorary members. Honorary members.

1024. The safe custody of the funds and all payments from them will be arranged for by the committee of the institute in accordance with the principles laid down in the "Rules for the management of Refreshment Branches of Garrison and Regimental Institutes." The funds should not be allowed to accumulate unnecessarily. Charge and disposal of funds.

1025. A librarian is to be appointed in each unit, &c. He should usually be a private, and never, under any circumstances, above the rank of corporal. He will have charge of the recreation-rooms, and is to be paid out of the recreation-room funds such remuneration as the committee may, with the approval of the commanding officer, determine. Regimental librarian.

1026. The recreation-rooms may be kept open till 10.30 p.m. in summer (April to September), for men who have received leave from the commanding officer to attend after tattoo. Extra hours.

1027. Games, furniture, and utensils supplied at the public expense are to be considered and dealt with as barrack stores. Games, furniture, &c.

#### Libraries—Garrison and Station.

1028. Libraries which form a central depôt at certain large stations are termed garrison libraries. They are under the supervision of general officers commanding who will appoint pensioners as garrison librarians. Garrison libraries.

1029. Libraries at other stations are termed station libraries. They are under the supervision of the general officer commanding and have acting librarians appointed to them by commanding officers of stations. Station libraries.

(Q.R.)

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*Garrison Libraries.*

Purpose for  
which  
established.

1030. Garrison libraries are established for the purpose of supplying books to the recreation rooms of units, to detached companies of those units, and to hospitals, at stations in the vicinity where there are no station or hospital libraries. The books are available to all subscribers to their respective recreation rooms without further charge. The books are also available to officers who subscribe one shilling a month, and to others employed in the departments of the army on payment of the subscriptions specified in paragraph 1022.

Books, how  
obtained.

1031. Books will be obtained on requisition and taken on charge: those for regimental recreation rooms by commanding officers, and those for hospitals by medical officers in charge. Damages and losses sustained will be assessed and recovered in the manner laid down in paragraphs 1030 and 1010.

Books of  
reference.

1032. Books of reference are not circulated, and subscribers who wish to consult such books may use the library for that purpose, but schoolmasters, whether subscribers or not, are to be allowed to take out works of reference which they require in preparing lectures for the troops, and will be responsible for the safe return of the books.

Government  
grant.

1033. For the maintenance of the libraries, and in aid of the regimental recreation rooms, a sum is granted under the "Allowance Regulations." The books purchased out of this grant, in the manner hereinafter stated, belong to the library, but the periodicals, newspapers, and games purchased become the property of the corps.

Disposal  
of grant.

1034. The proceeds of the grant referred to in paragraph 1033, together with the subscriptions to regimental recreation rooms, are to be appropriated by the committee of the regimental institute, with the approval of the commanding officer, subject to the condition that not less than five shillings per squadron, battery, or company is appropriated quarterly in advance for the purchase of new books for the library, for the necessary expenses of stationery and binding, and for the repair of books injured by fair wear. This contribution is due in full on the first day of the quarter for each company, &c., in the garrison or receiving books from the library on that day, and will be paid by the paymaster to the officer in charge of barracks, for disbursement by him on the requisitions of the garrison library committee, countersigned by the officer commanding the station.

Detached  
companies,  
&c.

1035. When a company, &c., of a unit which receives books from a garrison library is attached to a station where there is a station library, its quarterly contribution of five shillings is to be paid to the library of the station at which it may be serving, and not to the garrison library nor to the library at the headquarters of the unit. When, however, a company, &c., is at a station where there is no library, the quarterly contribution will be paid to the garrison library, the reading room of the detachment being supplied with books from that library, the cost of carriage between the stations being defrayed from the recreation room funds of the detachment. Detachments which do not receive any Government grant will not be called upon to subscribe to the garrison library.

Garrison  
library  
committee.

1036. At stations where garrison libraries are established, a garrison library committee is to be formed, consisting of such members of the regimental committee as the officer commanding the station may determine. This committee is to meet at least once in each quarter, to compare and, if necessary, reduce the lists of books which

the regimental committees propose should be purchased. Their recommendations will be submitted for the approval of the officer commanding the station. The committee is also to examine the quarterly reports and statement of accounts prepared by the librarian prior to their being laid before the quarterly board of officers referred to in paragraph 1045.

1036. At stations where artillery and engineer libraries are in existence, the quarterly contribution per battery or company is to be made to the regimental and not to the garrison library. At such places the artillery and engineers will not be permitted to make use of the garrison library; but at other stations, those corps will be placed on the same footing as all other branches of the service, and the sum of 5s. per quarter will be paid out of the allowance of each battery or company towards the support of the garrison library, whether the men do or do not avail themselves of the books.

Artillery and engineer library.

1037. Commanding officers, when sanctioning the purchase of new books, will ensure that a reasonable proportion of works such as histories, travels, and general literature is obtained. No works of an immoral, political, or controversial character, can be sanctioned. Any books which, after purchase, are found to be unfit for circulation, are to be condemned by the officer commanding the garrison, and forwarded to the Stationery Office as unserviceable, and the unit out of whose funds they have been provided will be required to supply other works of equal value.

Purchase of books.

1038. No donation of books for libraries is to be accepted until the books have been approved by the officer commanding the garrison or station.

Donations of books.

1039. A regimental officer not under the rank of captain, accompanied by the quartermasters of the corps in garrison, will, under the orders of the officer commanding, make a monthly inspection of the library books not in circulation, in order to ascertain the losses sustained and damage done during the preceding month and to assess the charges for the same. Whenever troops move, the officer in charge of barracks should join in the inspection of the books. When a single volume belonging to a set is lost or injured, unless the work is one of which the volumes are sold separately, a sum, to be assessed by the library committee and sanctioned by the commanding officer, is to be charged against the soldier to whom it was issued.

Monthly inspection to ascertain damages.

1040. On a unit quitting a station, all books are to be returned to the library, and all accounts connected therewith are to be settled three days before the departure of the regimental headquarters. Should a corps quit a station suddenly, the same course is to be adopted as for barrack damages under similar circumstances. The same rules will apply to a detachment.

Transfer of books.

1041. At marching-out inspections, statements of the charges assessed are to be attested by the signature of the officer in charge of barracks and of the officer who assists him in the inspection. At the monthly inspections the inspecting officer will attest the charges. These statements will be transmitted by the officer in charge of barracks to the station paymaster, in order that the charges may be recovered from the soldiers at the next settlement. If the officer commanding and the officer in charge of barracks disagree as to the amount to be charged to the troops, the course adopted for barrack damages under similar circumstances is to be followed.

Charges recovered.

1042. No charges are to be made for damage due to fair wear and tear (q.r.)

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When wear and tear



and tear; and inspecting officers may exercise their discretion in assessing the charge against a unit for the loss of or damage to a book whenever shown to be the result of accident. If the loss or damage was wilful, the full amount is to be charged. All repairs required for the books consequent on fair wear and tear are to be reported quarterly to the commanding officer, who will order them to be carried out at the expense of the library fund.

Duplicate  
copies of  
books.

1043. Duplicate copies of serviceable books, if not required in the library, are not to be sold, but will be transferred, under proper authority, to another station. No sale will take place until the authority of the general officer commanding has been obtained. The attention of the quarterly board of officers and of the garrison library committee is to be drawn to the instructions contained in paragraphs 1045 and 1046 by the librarian at quarterly or intermediate inspections.

*Duties, &c., of Garrison Librarians.*

Garrison  
librarians.

1044. The garrison librarian is responsible that the library is kept in perfect order, he is not to use the library as a private quarter, and he is to attend there at such hours as the general officer commanding the station may direct, to receive and exchange books, and to see that the books and public property in his charge are not misused. He is to report any unusual detention of books by a unit, to bring to notice the loss of or damage to books, and to take instructions as to the time to be allowed for the retention of a volume by any unit when the demand for the book renders it necessary to limit such time. He is responsible for the custody of the books, and is to prepare the annual reports and the quarterly statement of accounts, and to see that the titles of all books added, lost, or condemned during the quarter are correctly stated.

*Boards on Garrison Libraries*

Quarterly  
boards.

1045. A garrison board, consisting, when practicable, of one captain, one subaltern, and the officer in charge of barracks when he is available without extra expense, will be assembled immediately after the close of each quarter, to verify the library accounts and the number of books in charge and to condemn such books as are unserviceable.

Unserviceable  
books.

1046. Books condemned by quarterly boards as unserviceable, will be sold on the spot, the proceeds being credited to the garrison library fund. The library committee, under the authority of the general or other officer commanding the station, will take the necessary steps to dispose of such books to the best advantage. The conditions of sale will be recorded, and the amount realized will be accounted for in the next quarterly statement of accounts.

Statement of  
accounts.

1047. An annual statement of accounts is to be prepared on A F N 1530, and addressed to the general officer commanding. It will be signed by the president of the library committee and by the officer commanding. In all cases one copy is to be filed and kept for reference in the library, and another copy supplied to the officer in charge of barracks.

Certificates  
to quarterly  
reports.

1048. The boards on libraries will append to their reports a certificate to the effect—That the catalogues are legible and perfect in every respect, that the numbers on the backs of the books correspond with those in the catalogue, that the names of missing and condemned books have been erased, that the names of books received since the last report have been added.

Catalogues.

1049. The names of new books are to be entered in catalogues before they are taken into use.



1050. All alterations in catalogues are to be authenticated by the signature of the president of the board. Alterations in catalogues.

1051. General officers at their inspections will report upon the libraries within their commands, as well as on the way in which the librarians have performed their duties. Inspecting-general's report.

#### *Station Libraries.*

1052. The foregoing instructions will be carried out in the case of station libraries so far as they apply.

1053. The officer commanding will select a trustworthy non-commissioned officer to act as librarian. This non-commissioned officer will never be above the rank of corporal, and will receive an allowance not exceeding 6d. a day, defrayed out of the recreation-room funds of the several units at the station, in proportions to be fixed by the station library committee. If there is only one unit at the station, this non-commissioned officer may be required to take charge of the regimental recreation-rooms without further remuneration, but where there is more than one unit, the offices in question will be kept distinct. At very small stations the salary may be reduced at the discretion of the officer commanding, according to the number of companies, &c. ; and when the garrison is a mixed one, there should be only one librarian to act for all. Appointment and pay of librarian.

1054. A company, &c., on detachment which receives books from the headquarter station will, in addition to the quarterly contribution of 5s., contribute its share of the pay of the librarian of the unit. Detachments.

1055. On a unit quitting a station, A. F.—N 1530 is to be filled up, and a copy of each filed and left in the library. If a station is to be left vacant, the library books, accounts, &c., will be handed over to the officer in charge of barracks. All damages to, and deficiencies in, books, discovered by an incoming unit, are to be charged against the unit relieved. Procedure when a unit leaves a station.

1056. The establishment of a new station library or the permanent closing of such a library will be reported to the War Office by the general officer commanding.

#### *Soldiers' Gardens.*

1057. Where ground is allotted for cultivation by the troops as gardens, the following conditions will be observed :—

(i.) All internal fencing, seeds, &c., are to be found by the troops, and the produce of their labour is to belong to them. A proportion of tools and materials for the external fencing of a regimental garden will be found by the War Department. Manure for garden purposes may be purchased by the troops at contract rates from the military stables. Fencing and seeds.

(ii.) The allotments to be by units, and subdivided by companies, &c., under the orders of officers commanding units. Allotment.

(iii.) Allotments to individual non-commissioned officers and men will not exceed  $\frac{1}{4}$  of an acre. When allotments are made, soldiers will find their own tools and materials for fencing.

(iv.) The ground will be rent free within the foregoing limits.

(v.) All transfers of the ground from one unit to another are to be made through the officer in charge of barracks.

(vi.) The power to resume possession of the land at any time to be reserved to the War Department, without compensation to the occupants.

(vii.) When the troops quit a station where gardens have been established, no claim for compensation will be allowed as a charge against the public ; but all transfers of stock, garden implements, &c., are to be mutually arranged between relieving units, or the articles otherwise disposed of, if no relief takes place.

# MILITARY TRAINING.

## General Instructions.

Duties of  
company  
&c., officers

1058. Squadron and company officers are responsible for the training of all men under their command, and for the maintenance of effective drill instruction, and before nominating an officer for the command of a squadron or company, the commanding officer will satisfy himself that he is competent to instruct in these subjects.

Instruction  
of recruits

1059. The adjutant will assist the commanding officer in the instruction of young officers, and will see that the squadron or company drill instructors are efficient, but the instruction of recruits is the province of the squadron and company officers, not of the adjutant, and it is by the manner in which this duty is performed, as shown by the general proficiency attained by the company, &c., that selections for regimental promotion will be guided.

Instruction  
of squadrons  
and com-  
panies

1060. Squadrons and companies are led in war time by their commanders, and not by officers of higher rank. It is the duty of a commanding officer to direct the action of his subordinate leaders, but in carrying out his orders the less he interferes with his squadron and company leaders the better.

The efficiency of the squadron and company officers will be judged by the readiness of their commands for war, which will always be indicated by the smoothness and celerity with which they get into their places when working with larger bodies.

To get the greatest value out of subordinate leaders, all exercises with the soldiers' personal weapons should be practised by squadrons and companies, and very seldom at parades of regiments or battalions.

War history  
lectures to  
open

1060a. During field training squadron and company officers will instruct their men in the war history of their regiment. Advantage should be taken of wet days for this purpose, and the instruction should be imparted by means of lectures, or by reading to the men the more interesting portions of the regimental history.

## Cavalry.

Course for  
cavalry  
recruits.

1061. The gymnastic training of cavalry recruits will be carried out simultaneously with the foot drills. The course will last two months, and must not be interrupted. The attendance will be for one hour daily, and the training will be carried out, when practicable, in the morning school.

Cavalry  
pioneers

1062. A proportion of non-commissioned officers and men in each regiment will be trained in hasty demolitions, light bridging, &c. They will be known as "cavalry pioneers," and they should not be less than 12 per squadron (i.e., 3 per troop) in regiments on the higher establishment, 9 per squadron (i.e., 3 per troop) in the Household Cavalry and in regiments on the lower establishment or in the Colonies, and 4 in each reserve squadron. A course of instruction in the duties of pioneers, according to the synopsis (see "Cavalry Drill"), will be gone through annually by the cavalry at all stations at home where practicable. The time occupied in the course of instruction must not exceed the number of days specified in the synopsis.

Course of  
instruction

Classes of  
instruction

1063. Classes will be formed from men who have followed some trade, or who are considered most likely to profit by this instruction. Every saboteur officer will be put through a course. The men attending the classes will be struck off all guards and regimental duties. The instruction will be carried out regimentally under an officer and non-commissioned officer who have received certificates

And a few  
how carried

from the School of Military Engineering at Chatham, or as regards non-commissioned officers, from one of the schools in India (see paragraphs 1250 to 1254). General officers commanding at home will arrange for the formation of classes at the most convenient period, preferably in the spring, the instruction being completed by the 1st June in each year.

#### Royal Artillery.

1064. Artillery recruits will be kept at the depôts for eight weeks, during which period instruction in elementary drill and physical training will be proceeded with, unless insufficiency of barrack accommodation renders it necessary that they should be transferred earlier, in which case the instruction will, on arrival at the service battery or company, be continued from the point at which it was interrupted. Recruits who are sent direct to a battery will carry out as far as possible a similar course of physical training. Instructions regarding the training of artillery recruits will be found in the Royal Artillery Standing Orders. Course of instruction.

1065. Officers commanding batteries and companies of Royal Artillery are to keep A. F.—B 86 as a record of drills for the information of the officer commanding the Royal Artillery in the district. The book will remain with the batteries and companies, to be shown at the periodical inspections. At depôts, Army Books 6 and 6r will be used for horse and field artillery, and A. F.—B 2046 for garrison artillery recruits; the last will also be used for recruits of all branches posted to service batteries or companies either on enlistment or before the completion of their drills. Commanding officers will see that the instructions printed on the books are understood and acted upon. Record of drills.

1066. Every company of garrison artillery, at home or abroad, will be struck off all duty for a period, if possible, of five weeks during the drill season, to be put through the annual course of instruction, according to the syllabus promulgated in regimental orders. Annual instruction of garrison artillery.

Batteries of horse and field artillery should also be struck off duty for a similar purpose, for a period of twelve working days. The details of their annual course of instruction are laid down in "Field Artillery Drill." Horse and field artillery.

#### Royal Engineers Field Works.

1067. All field, fortress, and railway companies, the balloon section, and mounted detachment, will be put through an annual course of instruction in military engineering in accordance with the syllabus promulgated in "Corps Memoranda." Should local reasons render a deviation from the syllabus desirable, the general officer commanding may authorize it, and a special report will be made to the War Office at the time of rendering the return on A. F. B 2094 (see paragraph 1068), showing the alteration approved and the reasons for it. Annual course of instruction.

1068. A return in duplicate, on A. F. B 2094, of the instruction of each non-commissioned officer and man, is to be kept by the officer commanding the company. On the conclusion of the course, one copy will be transmitted through the general officer commanding to the War Office, and the other retained by the company. Return of instruction.

1069. It is important that the whole company should go through the whole course annually, but, subject to his responsibility under paragraph 156 (viii), the general officer commanding may in exceptional circumstances exempt a few individuals from going through the course during any one year, but no individual is to be Exemption.

exempted from the training for two years in succession except on account of sickness. A report of all exemptions authorized under this authority and the reasons for them is to be made to the War Office at the end of each year. Whenever the prescribed course is omitted altogether, or only partly carried out, the procedure laid down in paragraph 1097 will be followed.

## Infantry—Recruits.

Instruction of recruits.

1070. Infantry recruits will be kept at the depôts until they have completed the course laid down in "Infantry Drill," unless insufficiency of barrack accommodation renders it necessary that they should be transferred earlier, in which case the course will, on arrival at the home battalion, be continued from the point at which it was interrupted. A I—B 2091 will be forwarded to the officer commanding the home battalion with each party of recruits from the depot. Recruits, whether regular or militia, may be allowed, subject to the approval of the officer commanding the regimental district, to attend voluntary gymnastic classes.

Medical surveillance.

1071. During the course of physical training recruits will be under the general medical surveillance of the officer in medical charge of the troops, and will be specially paraded before him at the weekly health inspection. He will bring to the notice of the officer commanding the regimental district any backward recruits who are likely to profit by further depot training.

Retained at depôts.

1072. If, on completing the course, a recruit is not sufficiently trained to join the home battalion, a report, in accordance with the regulations contained in "Infantry Drill," will be made to the general officer commanding, who will decide whether the man is to be retained for further training or discharged. A further report of all recruits retained at the depot over four months will be made on the 1st of each month to the general officer commanding, who will be responsible that no recruit is retained unnecessarily.

Posting to home battalions.

1073. Recruits who have completed the course will be sent in batches to the home battalion on the following dates

7th January,	7th July,
21st February,	21st August,
7th April,	15th October,
21st May,	21st November.

Returns of numbers available.

1074. Officers commanding regimental districts will forward to general officers commanding, at least 10 days before the above dates, a return of the number of recruits to be sent, in order that arrangements may be made for their transport; returns in blank will be rendered when no recruits are available.

Posting to companies.

1075. Recruits joining a battalion during each of the periods specified below will be posted to the company selected by the commanding officer to receive recruits during that period:—

1st January	to	14th February,
15th February	"	31st March,
1st April	"	14th May,
15th May	"	30th June,
1st July	"	14th August,
15th August	"	30th September,
1st October	"	14th November,
15th November	"	31st December.

1076. Any recruits beyond the number required to complete the company to its establishment will be posted to the company next on the roll to receive recruits.

1077. The further training of the recruits will be taken up from the point at which it was left off at the depôt. If the officer commanding the home battalion considers that they are not proficient in the subjects enumerated in the Progress Report (A. F.—B 2091), he will so report to the general officer commanding, who, if on the spot, will judge of this for himself, and will make whatever communication upon the subject he may deem necessary to the officer commanding the depôt. If the depôt is situated in another district the general officer commanding will report the circumstances to the general officer commanding the district in which the depôt is situated. Non-proficient.

1078. The recruits should then commence their musketry training, which alone will be permitted to interfere with the ten weeks' more advanced physical exercise referred to below. Instruction in joining companies.

1079. At stations where there are gymnasia or gymnastic apparatus, all recruits as they finish the course of physical training, will undergo a further 10 weeks' course of more advanced physical exercises, and will be excused all duties, except musketry training, that may interfere with a regular attendance at the gymnasium of one hour daily. A nominal roll on Army Form B 266 is to be sent to the gymnasium when each class first attends. Course for infantry recruits.

1080. Men under instruction in gymnasia are to take their great-coats with them in cold and windy weather, and to wear them buttoned up over the chest, and round the neck, on returning to quarters after drill. Non-commissioned officers of squads are to be held responsible that the men are properly dressed, go straight to their rooms, and there at once thoroughly dry themselves. Sanitary precautions.

1081. Weak and awkward men are to be kept under gymnastic training for three months; if at the end of that time they are below the standard of efficiency laid down, a detailed report of their cases is to be made to the general officer commanding for his decision. Awkward men.

1082. These rules will also apply to recruit officers. Any officer found efficient in the performance of the various gymnastic exercises may be excused further attendance by the superintendent of gymnasia, with the approval of the inspector of gymnasia. Officers.

#### Infantry—Trained Soldiers.

1083. The object of physical training is to harden and strengthen the soldier, so as to enable him to cover 1,000 or more yards of ground at a rapid pace, and find himself in good wind and able to use his weapon efficiently. Object of physical training.

1084. This training is to be carried on continuously in such a manner as to interfere as little as possible with ordinary duties. The general officer commanding will arrange for all infantry within reach of a gymnasium to undergo, by companies, an annual course of gymnastics. The duration of the course is not to be less than 12 working days, but at the discretion of the general officer commanding this may be prolonged at stations where the duties are light. Both officers and men will be subjected to a medical examination, those with rupture or a tendency to it, being excused the course. Each company, with its officers, will attend the gymnasium every alternate day for one hour. Company officers are to take part in the exercises with their men. Officers and men above 30 years of age need not go through the course unless they desire to do so. Instruction, how to be carried on.

1085. *Cancelled.*

1086. Running-drill, in accordance with the following rules, is to be practised in all infantry units in conjunction with the ordinary drill:— Exemptions.





i. The men are to be exercised at the early morning and at afternoon drills, but the same men are only to run once in each day. All men considered unfit by the medical officers are to be excused.

ii. During the first fortnight the distance run at one time is not to exceed 300 yards. For the second fortnight the distance may be increased to 600, and for the third fortnight to 900, at the end of which time the practice is to be carried on daily at 1,000 yards, the men running, on alternate days, with arms and accoutrements.

iii. The pace is not to exceed six miles an hour.

iv. The men are not to be exercised at the full distance of 1,000 yards until they have gone through the six weeks' preliminary practice at shorter distances.

v. Where the ground will admit of it, the men are to run 16 or 20 abreast, in single rank, otherwise by companies in "four's."

vi. When a battalion is sufficiently trained in running drill, some movements at each drill are to be performed at "the double," except when the men are in marching order.

vii. In tropical climates these rules may be modified, as regards time and extent, at the discretion of general officers commanding.

1087. Between the 1st March and 31st October one or more companies in each battalion at home will be struck off all duties for a course of field training, care being taken to arrange that the same companies do not always train at the same period of the year. The course of instruction will last about four weeks, and will be conducted in accordance with the instructions contained in "Infantry Drill," but in special circumstances, such as the absence of proper training ground, general officers commanding will make such alterations as may appear expedient, taking care that the whole period of instruction is fully utilized. Companies abroad will be similarly trained, subject to such modifications as to dates as the general officer commanding may deem advisable.

#### Infantry Marching.

1088. Troops on home service, except those at depôts and recruits referred to in paragraph 1077, are to be practised in route marching, in marching order, at least twice a week between the 15th October and the 15th March. These marches will be progressive, increasing from 9 to 16 miles, the latter limit not to be exceeded. Commanding officers will carefully observe the effect on young soldiers, especially as regards the carrying of the valise. Men under one year's service will carry the valise empty. In a doubtful case the medical officer's opinion should be taken as to the men being strong enough to bear the strain. Similar precautions are to be taken with regard to men returning from furlough. When the march exceeds 12 miles, each man should carry a biscuit in his haversack. Company commanders should save men's clothing by causing them to wear the oldest clothes in their possession.

Marches should usually be fixed as the day for the first week of the month. Should the march be prevented by exceptional bad weather, it will be made on the day following.

1089. Particular attention is drawn to Section 134, "Infantry Drill." All officers present with the battalion and all non-commissioned officers and men, whether in regular garrison, or on employment, are to take part in these marches, but to enable duties to be carried on, the marches may in one battalion be made by half battalions, and in smaller stations by the whole of the garrison.

No regimental parade should be allowed more than 15 minutes at the most before the hour for marching off: when troops are marching in brigade, units should be practised in marching by separate routes on a selected point to be reached at a named hour.

1090. At the close of the route marching season every unit will be struck off duty in turn, and, notwithstanding bad weather, will march complete, both in officers and men, about 15 miles a-day for three days in one week. On the conclusion of these marches, a report on A. F. - B 213 will be furnished by each battalion and detachment to the general officer commanding. Consecutive marches.

1091. Advanced and rear guards will invariably be formed according to the principles laid down in "Infantry Drill." The rear guard will bring on all men who have become separated from their corps through any cause. Advanced and rear guards.

1092. Halts will be made on the principles laid down in "Infantry Drill." Officers should avoid halting in places where the men are likely to get chilled. Halts.

1093. General and other officers commanding should let their commands, without being called to attention, defile before them from time to time during a march, in order that they may observe the condition of the men, and note the names of those who march with difficulty. Unless other orders are given, troops on the march will be called to attention the first time only that they pass the officer in command. Condition of the men to be observed.

1094. When not engaged in manoeuvres, units will be regularly practised in marching during the summer on one day in each week. Summer practice.

#### Musketry.

1095. Great care and attention must be devoted to musketry instruction, as it is by fire action that battles will in future be won. No efficiency in other branches of the soldier's training can compensate for inefficiency in the use of his weapon. Importance of musketry.

1096. Every unit of cavalry, artillery, engineers, and infantry is annually to be exercised through the course of musketry laid down in the "Regulations for Musketry Instruction," no exemptions being allowed other than those therein specified. Annual course.

1097. Whenever the prescribed course is either altogether omitted or only partly carried out, the general officer commanding will make a special report to the War Office explaining the causes which have prevented the regulations being complied with. Report to be made when not carried out.

1098. Men of the Royal Army Medical Corps will be put through the course of musketry laid down for the corps only, and will not then be further instructed during their service. Army Medical Corps.

#### Machine Guns.

1099. Each unit of cavalry, garrison artillery, and infantry in possession of machine guns must have a thoroughly trained gun detachment for each gun on charge. In each infantry unit the detachment is to be that of a "man draught" gun as laid down in the Handbook. Two extra men per gun are to be trained in each cavalry and garrison artillery unit. Officers commanding such units are responsible that officers and non-commissioned officers trained at the School of Musketry in the use of the gun are kept efficient. General officers will test, and report at their inspections on the efficiency of these detachments and of the officers and non-commissioned officers trained at the School of Musketry. Trained detachment to be maintained.

1100. In cavalry and infantry units the assistant adjutant is to be thoroughly qualified to instruct in the mechanism and working of machine guns. He will have general charge of the machine gun detachment of his unit. In order that there may be Assistant adjutant.

a reserve of trained officers and men in the cavalry and infantry, a detachment of the strength above mentioned will be trained in each squadron or company by the assistant adjutant, from these detachments the most highly qualified non-commissioned officers and men will be selected to form the permanent regimental or battalion detachment.

**Inspectors of small-arms.** 1101. Commanding officers will afford opportunities to inspectors of small arms at their periodical inspections for testing the efficiency of the detachments.

**Detachments for defence armaments.** 1102. General and other officers commanding fortresses and garrisons will arrange, as part of their schemes of defence, for the detachments for the service of the machine guns which form a portion of their armament.

### Instruction in Swordsmanship.

**Fencing and sword exercise.** 1103. It is the duty of all armed with the sword to acquire skill in its use. General and other officers commanding are responsible that all so armed are as efficient as possible.

**Cavalry fencing and singlestick classes.** 1104. In every regiment of cavalry, classes are to be formed for instruction in sword exercise, practised with singlesticks when mounted, and with practice swords when dismounted.

**Recruits course.** 1105. Recruits will first be put through a course, one hour a day for 30 days, of instruction in fencing, and will then be put through a course, one hour a day for 40 days, of instruction in singlestick drill. Young officers, on joining, are to be put through the same course of fencing and singlestick as recruits.

**Trained soldier's course.** 1106. Before being allowed to compete for the swordsmanship prizes in the riding school, every trained soldier will be required to go through a further course of instruction in singlestick drill annually; duration, one hour a day for six days.

**Voluntary practice.** 1107. After the men have been regularly instructed, every encouragement should be given them to continue voluntary practice of both fencing and singlesticks, and the fencing instructor should, as far as possible, give individual instruction to men attending during the voluntary hours.

**Young officers.** 1108. At stations where there are military gymnasia, all infantry subalterns are, on joining their battalions or depôts to be put through a complete course of instruction in swordsmanship.

### Swimming.

**Bathing parades.** 1109. Swimming is to be taught as a military duty at all stations where facilities for so doing exist. During the proper season regular bathing parades are to be formed, at the discretion of commanding officers, for the purpose of instruction in swimming. The skilled swimmers in each company, &c., are to be ascertained, and so distributed that there may be a sufficient number in each squad to teach the rest.

**Prevention of accidents.** 1110. Small piquets of expert swimmers are to be told off to attend the bathing places to prevent accidents. A copy of the "Instructions for the recovery of the apparently drowned," printed by the Royal National Lifeb oat Institution, is to be posted up at the several bathing places, as well as in every hospital and barrack. Should an accident occur, one of the piquet is to be immediately despatched for the nearest medical officer.

**List of swimmers.** 1111. A list of swimmers is to be kept in each company, &c. Periodical trials, under the superintendence of an officer, are to be made of men who have learnt to swim. The test, except where

otherwise provided by regulation, will be to swim 60 yards in fresh water, or 100 yards in salt water, without resting or touching the bottom. A record will be made in the man's small book.

### Gymnastic Instructors and Gymnastic Training.

1112. Each battalion at home is to have at least one officer who has been through the course of instruction at Aldershot (see paragraph 1260), and is qualified for the appointment of superintendent of gymnasia. Instructors.  
Officers.

1113. There should be at least three non-commissioned officers in each regiment or battalion, and one in each battery or company of artillery, qualified and available to act as assistant-instructor in gymnastics. At each regimental dépôt or garrison artillery dépôt where there is no serjeant-instructor of the gymnastic staff there should be at least one non-commissioned officer qualified and available to act as assistant-instructor. Soldiers.

1114. Appointments to the gymnastic staff will be made by selection from the non-commissioned officers and men of the army, on the recommendation of the inspector of gymnasia. Those selected will be supernumerary to the strength of their corps, and any who, in the opinion of the inspector of gymnasia, are inefficient, will be removed from their appointments and revert to their former rank in their corps, but they will not be liable to be removed except for misconduct or inefficiency. Gymnastic staff.

1115. Before appointment to the gymnastic staff, each candidate will be required to undergo a probation of three months, at the expiration of which a report on his capabilities and conduct will be made to the War Office, through the inspector of gymnasia. On the receipt of the report, if satisfactory, the appointment will be confirmed. Candidates on probation.

1116. All non-commissioned officers in possession of certificates, and stationed at a place where a gymnasium is available, will attend for instruction once in each week, in order to maintain their condition of efficiency. Commanding officers will render a weekly return to the general officer commanding showing the numbers attending. N.C.O. to maintain their efficiency.

1117. Applications for the appointment of duly certificated non-commissioned officers to vacancies among the paid assistant-instructors in the several gymnasia will be made to general officers commanding, who, should they have no objection thereto, will sanction the appointment and notify to the inspector of gymnasia the date from which it takes effect. Paid assistant-instructors.

1118. The senior instructor at each gymnasium will be responsible for its condition, and for the apparatus and stores. He is to see that the apparatus are properly dusted daily, and the floor swept; the latter is to be thoroughly cleaned by washing or dry scrubbing at least once a week, and the walls of the gymnasium are to be lime-washed once, if not twice, a year. The apparatus require occasional scrubbing with sand or sand-paper. During the exercises, the greatest possible quantity of air is to be admitted without draught; the building is only to be considered properly ventilated when there is no smell perceptible to persons entering from the outer air. After the exercises, all the windows and ventilators are to be opened, care being taken that they are closed at night. Care of buildings and apparatus.  
Ventilation.

1119. Officers and men of the Militia, Yeomanry, and Volunteers, when not assembled for service under the Army Act, are permitted to receive instruction in gymnastics and fencing in military gymnasia, when the latter are not required for the regular Instruction of Militia, Yeomanry, and Volunteers.



When  
attached to  
other corps.

959. Officers, other than medical and veterinary officers, attached to units for one month and upwards, will pay to the unit to which they are attached the mess subscriptions they would otherwise have paid to their own unit. Officers commanding the units to which they are attached will inform the regimental agents of the dates of joining and leaving, in order that their subscriptions may be duly credited.

Exemptions

960. Seconded officers, majors holding extra regimental appointments who are not seconded but whose places are filled by an additional captain, and such adjutants of Militia as, not being seconded, are retained on the establishment of their battalions, are exempt from the payment of subscriptions to their units. Married officers are liable to only one-half of the annual subscription, when they do not regularly attend the mess as dining members.

Married  
officers

Exceptions

961. As officers while at the Staff College subscribe to the officers' mess at that establishment, they are not required to pay subscriptions to the mess fund of their units. Officers attending the School of Military Engineering at Chatham will subscribe to the Royal Engineers' mess at that station, and officers attending the School of Musketry will subscribe to the mess of that establishment.

Depôt mess.

962. The regimental depôt mess will be credited with one-fifth of the contributions of the company officers of each line battalion belonging thereto, as well as with the annual subscriptions of the officers who are serving thereat. The staff will pay subscriptions only, except in the case of the officer appointed to command the regimental district, who will, in addition, pay a contribution of 5*l* to the mess fund.

Militia  
adjutants,  
&c

963. The staff will include the adjutants and quartermasters of the Militia battalions having their headquarters at the regimental depôt station. When, however, these officers, during the training period, subscribe to the messes of their Militia battalions, their subscriptions to the depôt mess will be suspended.

Limits of  
contribu-  
tions and  
subscrip-  
tions

964. The commanding officer will prevent an undue accumulation of the mess fund, and will fix the rates of contributions and subscriptions thereto, which must never exceed the limits prescribed without the sanction of the commander in chief.

Sub-  
scriptions for  
incidental  
expenses.

965. The monthly charge for all incidental expenses not covered by the annual subscription of officers, should not exceed 10*s*. in ordinary and 15*s*. in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess should be established to the satisfaction of the general officer commanding.

## Regimental and Mess Entertainments.

Entertain-  
ments.

966. Balls and other expensive entertainments can only be given on the responsibility of officers commanding units, who must in every case obtain the sanction of the general officer commanding, and satisfy him as to the wisdom of the officers concerned. Statements of the expenses of entertainments which have been allowed will be submitted to the general officer commanding at his annual inspections.

Submission  
of expenses  
to G.O.C.

Proposals  
for

967. Whenever it is proposed by a unit to give any entertainment or to entertain a guest (not an inspecting general officer) a paper notifying the proposal will be circulated, and only those officers who have signed the paper will be called upon to pay any share of the expense incurred. Commanding officers are to



give their special countenance and protection to any officers who decline to share in the proposed expense. The cost of such entertainments (including that of public guests) is to be assessed on those concerned in shares of so many days' pay of his rank to each individual officer. Distribution of cost.

968. Officers absent from their unit at the Staff College, or holding staff appointments, or left behind in India as probationers for the staff corps, are not chargeable with any share of entertainments. Exemptions from contributions to entertainments.

969. Officers inviting private friends to a mess dinner are to bear the whole expense of their entertainment. Private friends.

970. Officers are forbidden to combine, regimentally or otherwise, for the purpose of giving luncheon parties, or entertainments at race meetings, without the sanction of the general officer commanding. Lunch parties at race meetings.

971. The practice of entertaining units on arrival at or departure from a station is prohibited; the hospitality afforded should be limited to offering to the officers the accommodation of the mess as honorary members. Arrival and departure of regiments.

#### **Bands, Band Subscriptions, Bandmasters, and Musical Training.**

972. The establishment of a regiment of cavalry and a battalion of infantry includes for service in the band—1 bandmaster, 1 sergeant, with, for infantry, 1 corporal and 20 privates, and for cavalry, 15 privates, in addition to the establishment of trumpeters, buglers, drummers, fifers, and pipers. These men are to be effective soldiers, perfectly drilled, and liable to serve in the ranks, and the numbers stated are not to be exceeded. Establishment. Efficiency.

973. A bandman who commits an offence entailing an entry in the regimental defaulter book will be liable to be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded. Offences.

974. Lads and boys enlisted by special authority for training as musicians, but not included in the establishment of bandmen, may be clothed like bandmen, provided no expense to the public is thereby caused. Boys specially enlisted.

975. The accounts of the band fund, and propositions for exceptional expenditure, are to be laid before the quarterly audit board referred to in paragraph 674. Audit of accounts, &c.

976. When units are brigaded on parade and their bands massed, the senior bandmaster will conduct. When massed bands play together on other occasions, bandmasters will, according to their seniority, choose and conduct the pieces to be performed. Massed bands.

977. Bugles, trumpets, drums, and fifes are supplied at the public expense, and under the "Allowance Regulations" annual contributions are granted to bands. Government grant.

978. The following books, published by authority, are to be adhered to by the units which they concern, without addition or alteration, either as regards the soundings or their application:— Books of instruction, &c.

*In the Mounted Services and Garrison Artillery.*—"The Trumpet and Bugle Sounds."

*In the Infantry.*—"The Trumpet and Bugle Sounds,"—and "The Drum and Flute Duty."

979. The authorized arrangement of the National Anthem will National Anthem.

invariably be used. The arrangement for cavalry will be used also by light infantry and rifle corps, that for infantry by cavalry when dismounted. Both arrangements may be played in combination when so required. The correct time of the National Anthem is M. M. ♩ = 60, and this will invariably be adhered to.

Foreign  
National  
anthems.

980. All regiments and battalions will provide themselves with copies of "National Anthems of all Nations," published by Messrs. Boosey and Co., London, which will be shown at general inspections.

Time.

981. It is essential that the band, bugles, and drums, when playing or beating for military purposes, particularly for marches, should adhere strictly to the time which will allow, within the minute, the exact number of steps prescribed in "Infantry Drill." The band and the drums or bugles are to be practised together, in order that, when relieving each other, the time may be preserved. In like manner cavalry bands are to practice playing for parade movements, so that the time may correspond to the action of a horse at the paces prescribed for the "trot" and the "gallop."

#### *Band Contributions and Subscriptions*

Contribu-  
tions and  
subscrip-  
tions to band  
fund.

982. The following contributions and subscriptions to the band fund are to be paid by regimental officers (except in the Royal Artillery and Royal Engineers, whose rates of subscription and exemptions are notified in their regimental orders). The rules as to exemption, mode of payment, and liability to pay on exchange, transfer, promotion, and re-appointment are the same as those for contributions and subscriptions to the mess fund, except that officers attached to units and others below the rank of captain will not be required to contribute or subscribe, and that married officers will always pay full subscriptions.

- i. Every regimental officer, on attaining the rank of captain, will contribute a sum to be fixed by the commanding officer, but not exceeding 20 days' net pay of a captain, and, on subsequent promotion, will further pay a contribution not exceeding 20 days' difference between the net rate of pay of the rank attained and of the rank from which he is promoted.
- ii. All regimental officers above subaltern's rank will pay an annual subscription not exceeding 12 days' pay, in quarterly payments in advance.

#### *Bandmasters and Musical Training*

School of  
Music.

983. The Royal Military School of Music is maintained to train non-commissioned officers as bandmasters, and privates and boys as regimental musicians (see paragraphs 1255 to 1271).

R.C.M. is  
selected for  
training

984. As the efficiency of bandmasters, in a great measure, depends upon the qualifications of the non-commissioned officers sent to the Royal Military School of Music as students, the greatest care must be taken in their selection.

Appoint-  
ment and  
extra pay  
of band-  
masters

985. The appointment of bandmaster will be conferred only on a duly qualified non-commissioned officer who has a first class certificate of education. Bandmasters are not permitted to wear plain clothes on duty. They will receive, in addition to the pay of their rank, £70 a year, or in India 800 rupees, from the band fund. The pay from the band fund is working pay, and they will not become

entitled to it until they have joined and assumed their duties, neither will it be allowed for any period of absence from duty, except when on public service, in excess of 30 days in each year, reckoning from the 1st April.

986. Bandmasters are responsible for the command and discipline, as well as for the instruction, of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Duties of bandmasters.

987. Regimental musicians should be encouraged to qualify for the positions of serjeant-trumpeter, serjeant-bugler, and serjeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments. Training of serjeant-trumpeters, &c.

988. Bandmasters will also instruct the non-commissioned officers of their bands who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:—(1) Elementary knowledge of clefs; (2) structure of scales; (3) classification of intervals; (4) simplest form of chords; (5) elementary harmony; (6) elementary instrumentation. The instruction should consist of at least two lessons a week, of not less than half-an-hour's duration each. Instruction of N.C.O.'s by bandmasters.  
Subjects.

989. A return of men whom the bandmaster certifies as having passed a satisfactory course and examination under him, will be kept in the orderly room of each regiment or battalion, and a copy of the return will be sent annually to the Commandant, Royal Military School of Music, Kneller Hall, Hounslow, on the 1st of January. Commanding officers will encourage the attendance of the band non-commissioned officers, and of such regimental musicians possessing musical talent as are desirous of joining these classes. Return of men instructed.

990. In addition to the examinations for promotion referred to in paragraphs 1229 to 1238, band non-commissioned officers, before promotion to band serjeant or band corporal, must pass the course of instruction, and have their names registered as directed in paragraph 949. When, however, the commanding officer considers that the interests of the service would be advanced by the promotion of a non-commissioned officer who has not passed this examination, the promotion may be made subject to his passing within three months. Promotion to band serjeant or corporal.

991. Commanding officers, in recommending candidates for training at the Royal Military School of Music as bandsmen, will specify in every case the battalion of the regiment which it is intended they shall join on termination of their instruction. Battalions which the men are to join to be stated.

992. In order to ensure uniformity throughout the bands of the service, the instruments are to be of the pitch known as the "Kneller Hall" pitch. Arrangements have been made whereby first class instruments for regimental bands may be obtained through the Royal Military School of Music at 25 per cent. less than the published prices. Forms of application to be provided with instruments in this manner can be obtained from the Commandant, Royal Military School of Music. Band instruments.

### Serjeants' Messes.

993. A serjeants' mess will invariably be formed when practicable, or the reasons which make one impracticable are to be explained at the annual inspection. The commanding officer will be responsible that the serjeants' mess is conducted with economy, Formation and regulation.

regularity, and order. The second in command will, as a rule, be charged with its immediate supervision.

994. The following are the regulations for serjeants' messes :

Rules for  
guidance  
Warrant  
officers and  
serjeants  
to be mem-  
bers.

B. E.

Lance-  
serjeants.  
School-  
masters.

A. S. C. and  
A. O. C.

Honorary  
members.

Fees and  
subscription.

Subscription.

Mess meet-  
ings.

Mess com-  
mittee.

Caterer

1. All regimental warrant officers (except 1st class serjeant-majors of the Army Service Corps), bandmasters and staff and other serjeants, including artificers ranking as serjeants (except armament artificers, machinery artificer section Army Ordnance Corps) whether married or single, are to be members of the mess, and the single members must be dining members. A serjeant on the permanent staff of the Militia who is quartered at the same station as a regimental depot, will be a member of the depot serjeants' mess. In the Royal Engineers, corporals are also to be members of the serjeants' messes. At stations where with isolated sections of submarine miners it is difficult to establish a mess, second corporals may be members at the discretion of the commanding Royal Engineer. Paid lance-serjeants will belong to the mess, but those who do not receive lance pay have the option of joining the mess or not. Army school-masters, posted to a garrison school, will be honorary members without entrance fee of the serjeants' messes of the units whose men attend the school. 1st class serjeant-majors of the Army Service Corps and warrant officers, Army Ordnance Corps, may, when their numbers are not sufficient to enable them to form messes by themselves, become honorary members of serjeants' messes. Non-commissioned officers of other corps not below the rank of lance-serjeant may with the sanction of the commanding officer be admitted as honorary members, but they should be limited in number.

ii Every member should pay an entrance fee not exceeding three days' pay on first joining the mess and on promotion the difference of three days' pay. An armoured-serjeant will pay the entrance fee of three days' pay to the serjeants' mess of the first corps to which he is attached after promotion to the rank of armoured-serjeant 2nd class, and the difference of three days' pay in a similar manner on each occasion of promotion to a higher grade. A monthly subscription may be charged, not exceeding one shilling and a penny for unmarried, and ninepence for married or detached members. A non-commissioned officer at the Royal Military School of Music pays a subscription to the mess of that institution and is not liable for a subscription to the serjeants' mess of his corps.

iii Mess meetings, at which all members are to attend, are to be held monthly. The serjeant-major is to preside, or in his absence the quartermaster-serjeant or next senior staff-serjeant or colour-serjeant. Minutes of the proceedings are to be recorded and submitted to the second in command for the approval and confirmation of the commanding officer.

iv. The management of the mess is to be conducted by a committee, the president of which should not be below the rank of colour-serjeant with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess meeting, subject to the approval of the commanding officer. They are responsible to the commanding officer for the management of the mess and have power to authorize all ordinary expenditure, but no exceptional outlay is to be made without the previous sanction of a mess meeting, and the approval of the commanding officer.

v. A serjeant, not a member of the mess-committee, is to be selected by the commanding officer to act as caterer. He is to be exempt from other duties, and is to take charge of all stores of eatables

and liquors, and to receive from members the amounts due by them for liquor. These amounts may, at the discretion of the commanding officer, be paid weekly or on the spot; but in either case the cash is to be handed over to the treasurer on the same day as it is received. A "Liquor Book" is to be kept in every mess, in which will be entered, at the time it is served, all liquor supplied to each member or honorary member. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will obtain all its malt liquor at cost price through the regimental institute from the contractor who supplies the canteen, brewed by the same brewer, but of such quality as its members may desire. It will also obtain from the regimental institute all other supplies which can by regulation be sold there, but of any desired quality. Other articles, the sale of which is prohibited in regimental institutes, will be procured through tradesmen approved by the commanding officer.

- vi. The daily rate of messing is not to exceed one shilling. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances is any to be sold to any private soldier or to a non-commissioned officer who is not a member or honorary member of the mess. Messing.
- vii. A staff-serjeant or colour-serjeant is to be appointed by roster to act as treasurer for the quarter. The treasurer is to give to captains, monthly, a statement showing the amount due by members for messing and subscriptions, and the amount will be recovered in the same manner as other regimental bills. The bills due by the mess will be signed by the president and submitted to the second in command, who will himself pay those for amounts exceeding £1, usually by cheque, and arrange for the payment of smaller amounts by the treasurer. The second in command will be responsible to the commanding officer that bills for current expenses are punctually paid, and will certify to him, each month, that there are no outstanding debts. He will every week examine and check the caterer's book and the treasurer's accounts, and submit the same with all vouchers on or before the 5th of each month to the monthly mess-meeting. A statement of the accounts, signed by the president, is to be submitted to the quarterly mess-meeting for audit and approval, and will be subsequently laid before the commanding officer. No accumulation of funds should be allowed to remain in the hands of the treasurer; any sum exceeding five pounds is to be handed over by him to the second in command, who will place it in the bank. Any balance over £5 remaining at the end of the month after all bills are paid, is to be placed in the bank. Treasurer and accounts.
- viii. No entertainment is to be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer. The liquor used on these occasions is not to be charged against the mess fund. Entertainments.
- ix. The senior warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess. Discipline in the mess.
- x. Each mess may draw up rules on matters of detail, which must be submitted for the approval of the commanding officer. Detailed rules.
- xi. Garrison messes will be conducted in accordance with the foregoing principles so far as they are applicable. The garrison-serjeant-major, or acting garrison-serjeant-major, will preside at the mess meetings. In his absence the senior combatant warrant or non-commissioned officer present will preside. Garrison messes.
- xii. The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund. Insurance.

2407  
Q R  
1179

14  
1179  
842



**President or treasurer.** 995 The undermentioned warrant officers and non-commissioned officers are not to act either as president or treasurer of a sergeants' mess. Regimental sergeant-majors, schoolmasters, bandmasters, regimental quartermaster sergeants, and sergeant instructors in marketry.

**Entertainment.** 996. Entertainment by the sergeants' mess should be discouraged, and, as a rule, hospitality should be limited to offering sergeants of units joining or quitting the station the use of the mess as honorary members. In all cases the sanction of the commanding officer must first be obtained.

**Garrison and Regimental Institutes.**  
*General Instructions.*

**Objects with which established** 997. A regimental institute will be established in every unit to supply the troops with good articles at the lowest prices consistent with good quality, without limiting their right to resort to any other shops or markets, and to provide means for their recreation and amusement.

**Rules issued separately.** 998 Particulars as to the branches into which the institute is to be divided, as to the grouping of the branches, and as to the principles on which certain branches of the institute are to be managed are contained in "Rules for the management of Refreshment Branches of Garrison and Regimental Institutes" which are issued separately, and will be observed in the same manner as if they formed part of these regulations, extracts therefrom being conspicuously posted up in all institutions to which they refer.

999 The library, with any lunch coffee bar in connection therewith, the skittle alley, shooting gallery, theatre, cricket ground, and all places of outdoor recreation will form parts of the "recreation rooms" branch of the institute.

**Garrison Institutes.** 1000. At stations where local circumstances render it expedient, general officers commanding may establish garrison institutes, either in lieu of or in addition to the regimental institutes, or of any part thereof, as may seem most desirable. Garrison institutes will be administered under the orders of the general officer commanding, in conformity with the "Rules for the management of Refreshment Branches of Garrison and Regimental Institutes."

**Responsibility of general officers.** 1001 General officers commanding districts or stations will exercise supervision and control over all institutes, and will be responsible that the regulations and rules are properly observed. They will decide all matters connected therewith which may require the sanction of authority superior to that of the commanding officer of the unit.

**Visiting by officers.** 1002 All premises of the institute will be visited frequently by the commanding officer, occasionally by the medical officer doing duty with the unit, and daily by the captain or subaltern of the day.

**Inspection of weights and measures.** 1003. Within the United Kingdom, local inspectors of weights and measures are to have access to all premises of institutes for the purpose of carrying out the provisions of the law relating to the inspection of weights and measures.

**Entertainment in institutes.** 1004. Entertainments and amusements may be organized under the supervision of commanding officers, in connection with either garrison or regimental institutes. They will not take place within the canteen premises, unless it cannot be otherwise arranged; and care will be taken that no incentive to drinking is offered.

*Canteens, Grocery Shops, and Coffee Rooms.*

**Refreshment Department.** 1005. The canteen and grocery shop will, when practicable, be maintained on the regimental system, the tenant system being

adopted only where the former is inapplicable, as in the case of single companies, &c., or of detachments unable to furnish the requisite officers for the committee of management. The establishment of the tenant system requires the previous sanction of the Secretary of State for War. When the tenant system is adopted, the commanding officer has the right to maintain a recreation-room, and coffee-room or coffee-bar, but must draw all supplies from the approved tenant.

Regimental and tenant system.

1006. Detachments which have no separate canteen, grocery shop, or coffee-room should be permitted to use those belonging to another corps.

Detachments.

1007. A committee of management of three officers will be appointed by the commanding officer (or by the general officer commanding in the case of a garrison institute), under whose orders they will act. The president should be a field-officer, and should generally be the second in command of a unit, but in no case will he be under the rank of captain; a commanding officer may appoint himself president. The president will, when practicable, be exempted from serving on boards, courts of inquiry, and court-martial. No officer of the regimental staff is to be a member, and not more than one member should be changed at a time.

Committee of management.

1008. The committee is to superintend the management and accounts of the institute, to visit the premises frequently and inspect the quality of all articles sold, and generally to enforce the regulations and rules. The immediate supervision of the several branches of the institute should be divided among the members, but this will in no way lessen the responsibilities of the president or of the committee as a body.

Duties of the committee.

1009. On the appointment of a new committee or a new president, a regimental board consisting of a field officer, if possible as president, and of which the outgoing and incoming committee-presidents will form part, will assemble to examine the financial condition and the accounts of the institute. They will record, with reference to each branch:—(1) The actual cash balance at the date of transfer, and in whose hands it is lodged; (2) the liabilities on all accounts, including merchants' and tradesmen's bills, and unrepresented cheques; (3) all assets ascertained and assessed to their satisfaction. A note that this has been done will be made in Army Book B 277 for the month.

Proceedings when changes in the committee are made.

The proceedings will be retained by the commanding officer for subsequent reference in determining the responsibilities of the respective committees.

1010. Except in canteens of the mounted branches for 15 minutes before midday stables or before stables after field days, no intoxicating or malt liquors of any description are to be sold before 12 noon, or after tattoo, or during the hours of Divine Service on Sundays. In no canteen will any liquors be sold at any time to any person appearing to be in the smallest degree under the influence of drink. The canteen will be closed at tattoo.

Nature and uses of the canteen.

1011. The grocery shop is not to be connected in any way with the canteen (except as to its management), and, whenever practicable, it will be in an entirely separate building. The sale of intoxicating liquors or poisons is prohibited. Harmless drugs and simple medicines approved by the visiting medical officer may be sold. With regard to other articles the discretion of the commanding officer is not restricted. The grocery shop will be open during such hours as the commanding officer may determine, and closed half an hour after tattoo.

The grocery shop.

officer of districts in which there is a staff officer for instruction, and the application will be dealt with and decided by the general officer commanding. General officers commanding will deal summarily with applications from officers of the Indian Army. No officers will, however, be allowed to attend a class in the home district unless they are serving in that district.

Disposal of sketches, &c.

1165. The sketches and reports of officers who have passed through a course of practical instruction will be dealt with by the staff officer for instruction, who will submit them with a report to the general officer commanding.

Literaries of reference.

1166. Reference libraries, for the use of officers under instruction, are established at certain military stations, and supplied with several standard military works. No expense will be sanctioned for a librarian to take charge of the books.

Under care of staff officer.

1167. The staff officer for instruction will be responsible for the library. He will at his discretion allow books to be taken out and kept for a convenient time by officers of the garrison, who will enter in a book kept for the purpose their own names, the name and number of the work, and the date on which it was taken out. If any book be lost or damaged, he will require the officer in whose name it was taken out to replace it. Should any difficulty arise in this matter, it will be referred to and decided by the general officer commanding.

Report on books annually.

1168. The staff officer for instruction may call in any book that may be required, either for his own use, or for that of any member of his class. He will call in and inspect all the books about the 15th May of each year, and will send a report, accompanied by a list of the books in his charge, and any remarks that he may have to make concerning their condition, &c., to the general officer commanding.

Riding classes.

1169. Riding classes, for the instruction of officers of infantry, engineers, and garrison artillery, will be formed by general officers commanding at all stations where there are facilities for doing so (see paragraphs 1257 to 1290).

#### War Games.

War games.

1170. At all stations where means are available, general officers commanding will arrange for the carrying out of war games. These war games will be considered as passages.

#### Examination of Second Lieutenants, Royal Artillery, to qualify for Armament Pay.

1171. Before becoming entitled to the issue of armament pay, second lieutenants of Royal Artillery must pass an examination in garrison artillery drill as detailed in Appendix VI.

#### Examinations for Promotion of Officers below the rank of Major.\*

##### Subjects.

Subjects of promotion.

1172. The professional examinations required for promotion comprise the following subjects:—

- (a) Regimental duties.
- (b) Dr. I.
- (c) Military law.
- (d) Tactics in the field.
- (e) Artillery (for lieutenants of the Royal Artillery only).
- (f) Army Service Corps subjects (for officers of the Army Service Corps only).
- (g) Organization and Equipment (except for Army Service Corps officers).

\* These regulations are not applicable to officers of the Royal Army Medical Corps, the Army Veterinary Department. They apply to officers of the Army Ordnance Department, Ordnance Factories, Army Pay Department, and to officers appointed technical appointments, only so long as such officers remain attached to the Army Medical Corps.

1173. For the various subjects (a) to (g), the scope of the examination for each rank, and the standard for qualification and for special certificate, see Appendix VII. Scope.

1174. The examinations for each rank will be as follows (see Appendix VII):— Examination for each rank.

i. Subjects (a) and (b), in the following cases:—

- (1.) Quartermasters and riding-masters, before being granted a commission as lieutenant.
- (2.) Warrant officers and non-commissioned officers, before promotion to second-lieutenant.
- (3.) Second-lieutenants, before promotion to lieutenant, unless they have passed in those subjects under (2) in the arm of the service in which they are serving.

ii. Subjects (c), (d), and (g):—All lieutenants, before promotion to the rank of captain, with (e) in addition for lieutenants of Royal Artillery, and (f) instead of (g) for lieutenants of the Army Service Corps.

iii. Subjects (a), (b), (c), (d), and (g):—All captains before promotion to the rank of major, but with (f) instead of (g) for captains of the Army Service Corps, and subjects (a), (c), and (g) only for captains permanently transferred to the Army Ordnance Department under the Royal Warrant for Pay, &c.

1175. When officers who have previously qualified are transferred from one arm of the service, or from one branch of artillery, to another, they will be required to pass a further examination in the subjects which relate exclusively to the arm or branch which they join. Examination on transfer.

1176. Examination in subjects (a) and (b) for the rank of major will not be required from staff captains of the Royal Artillery or from captains who, as captain, have passed the examination for the appointment of adjutant of the Militia, Yeomanry, or Volunteers, or who as captains have held the appointment of adjutant of their regiments for a period of not less than twelve months. Exemptions.

1177. The following certificates will be accepted instead of examination, but a certificate obtained by a subaltern will not exempt for the rank of major. Candidates claiming exemption will forward their certificates when they apply to be examined:— Certificates taken in lieu.

1. A certificate at the School of Musketry, instead of the examination in musketry subjects.
2. A long course School of Gunnery certificate, instead of (a) and those portions of (b) which relate to matériel and range finding.  
A firemaster's certificate, instead of (c) and that portion of (b) which relates to matériel. (The senior class Artillery College certificate includes the firemaster's certificate.)  
A certificate from the School of Range Finding, Aldershot instead of that portion of (b) which relates to range finding.
3. A certificate\* of having passed through a course of instruction in fortification at the School of Military Engineering, instead of the examination in fortification.
4. A certificate\* of having passed through a course of instruction in topography at the School of Military Engineering, instead of the examination in that subject.

\* For Standard of Qualification see Appendix VII.



## 200

1178. Officers who have passed the Staff College will only be required to be examined in the practical part of subject (b). Officers who have passed the examination for admission to the Staff College in military law, fortification, topography, tactics, and railway administration will not be required to be examined in subjects (c), (d), and (f), provided they held the rank of captain at the time of the examination.

1179 Lieutenants and captains of Royal Engineers will not be required to undergo the examination in fortification and military topography prescribed for their rank in the other arms of the service.

1180. When a lieutenant or captain has passed in subjects (c) to (g), a notification thereof will be made to the general officer commanding. This notification will be the authority for the return of the officer as "passed for promotion," and will be quoted in support thereof.

1181. A warrant or non-commissioned officer, before being recommended for any commission, must either be in possession of a first class certificate of education, including English history and geography, or of the qualifications laid down in the "Army School Regulations" as accepted instead thereof. Warrant officers, quartermaster-serjeants, and quartermaster corporal majors, who held such rank prior to 1st August, 1889, will be exempted from obtaining a first class certificate of education previous to their appointment to commissions as quartermaster or riding master.

Conditions  
to be fulfilled  
before ex  
amination

1182. Officers will not be permitted to present themselves for examination in subjects (c) to (g) until they have passed in subjects (a) and (b), and have been promoted to the rank of lieutenant or captain.

1188. A lieutenant of artillery, or an officer of the Army Service Corps may, if he prefer it, be examined only in subject (e, or f) at any periodical examination.

1184. General officers commanding will forward, so as to reach the War Office not later than the 1st April or 1st October, a return on the prescribed form of all officers in their command who are desirous of being examined in subjects (c) to (j) in the following month. This list should be accompanied by certificates from commanding officers showing in each case that the officer is qualified under paragraph 1182. Officers will not be examined in districts other than those in which they are quartered.

1186. Officers of units serving abroad who may be on leave in this country will be permitted to attend the examinations in subjects (a) and (b), if qualified under paragraph 1182, but, except in special circumstances, the examinations in subjects (c) and (d) must be passed by officers while serving with their units. Application for such permission must be made to the War Office by the dates mentioned in paragraph 1184.

1189. The examination of officers serving in India, and all correspondence connected therewith, will be conducted under the orders of the commander-in-chief in India, who will report for record at the War Office the result of all examinations.



**Boards of Examination.**

**1187.** To conduct the examination of officers for promotion, general officers commanding will select qualified officers of the various arms of the service, sufficient in number for all the examinations within their command (see paragraphs 1188 and 1190). Boards are to be formed from these officers according to the constitution required in each case. General officers commanding may exempt the selected officers from serving on other garrison boards.

*Selection of officers for boards of examination.*

**1188.** For the examination of all ranks in subjects (a) and (b), boards will be assembled as required by general officers commanding. A field officer will be president, and two or more field officers or captains who are qualified for field rank, members; at least one, and if possible two, members should belong to the same arm of the service, and in the case of artillery to the same branch, as the officers under examination, but, when it can be avoided, no officer of the same regiment, battery, or company as the candidate is to be on the board.

*Composition of boards for examination in (a) and (b).*

**1189.** These examinations will be conducted entirely by the board, in strict accordance with the instructions contained in Appendix VII. As many candidates as possible should be examined together.

*Conduct of examination.*

**1190.** For examinations in subjects (c) to (g), boards will assemble twice a year, on the first Monday in the months of May and November, and following days, in accordance with the programme contained in Appendix VII. These boards will consist of not less than three members, not below the rank of captain. The president should be a field officer. When the staff officer for instruction is available, he will attend and render assistance. Printed questions will be sent by the military secretary.

*Boards of examination in (c) to (g).*

*Proceedings of Boards.*

**1191.** Officers appointed to supervise an examination are required not only to superintend the actions of individual candidates, but also to adhere in every detail to the instructions issued. The proceedings of the boards (on A. F. -A 2) accompanied by a certificate, written and signed by each candidate, stating that he has not received or given any assistance during the examination, will be forwarded to the general officer commanding. In the examinations in subjects (a) and (b) the boards will forward the written questions and answers, and state their opinion whether the candidate is qualified or not.

*Reports of boards.*

**1192.** The general officer commanding will deal with the proceedings of the boards as follows:—

*Disposal of reports.*

- i. In the case of quartermasters and riding-masters examined for a commission as lieutenant, and of warrant officers and non-commissioned officers selected for promotion to second lieutenant, the proceedings, together with the written questions and answers, will be transmitted for confirmation to the War Office, the general officer commanding expressing his concurrence, or otherwise, in the opinion of the board.
- ii. In the case of second lieutenants, lieutenants, and captains examined in subjects (a) and (b), the general officer commanding, after satisfying himself that the examination has been conducted in accordance with regulations, will himself confirm or disapprove the proceedings. The proceedings will be retained in the district office, and the result of the examination will be at once reported to the War Office.

The names of the officers who have passed will be notified in the orders of his command, and such notification will be the authority for the return of an officer as qualified in subjects (a) and (b). Each officer will be furnished by his commanding officer with a certified copy of this notification.

- iii. In the case of the examination in subjects (c) to (f), the general officer commanding will transmit the proceedings to the War Office, the president of the board having already forwarded the candidates' work in accordance with the instructions contained in Appendix VII.

Riding  
Moral Scale.

1193. A certificate of proficiency in riding, when riding is a subject of qualification, must be appended to the proceedings of the board; this may be obtained as laid down in paragraph 1169, or it may be granted by the general officer commanding, after personal examination by himself or by a field officer deputed by him. This certificate will not be required from officers who have passed through the Staff College.

#### Examination for Appointment as Second in Command or for Promotion to Lieutenant-Colonel.

Promotion  
of major.

1194. A major in a branch of the service in which examination for promotion is prescribed\* will not (except provisionally, and then only in very exceptional circumstances) be appointed second in command or promoted to the rank of lieutenant colonel until he has qualified for such appointment or rank.

Attached  
to other  
arms

1195. Opportunities for exercise with arms of the service other than their own will, when convenient, be given to senior captains and majors who are liable to examination on their application. Instructions on this subject are given in Appendix VIII.

Boards.

1196. At stations where facilities exist boards will be assembled from time to time under the orders of general officers commanding. They should, if possible, represent the three arms, and consist of a general officer and two other selected officers not under the rank of lieutenant colonel, and their proceedings will be conducted in accordance with the instructions contained in Appendix VIII.

Failure

1197. An officer unfavorably reported on by a board will not, as a rule, be tested again before the following year.

#### Examinations in Languages and Shorthand.

Study  
encouraged.

1198. To encourage the study of foreign languages, and of shorthand, which are especially useful to officers on the general and personal staff, and to obtain a record of the names of officers who are proficient in these subjects, the Civil Service Commissioners will examine officers in any language, European or Oriental, in London twice a year, commencing on the first Tuesday in April and the third Tuesday in October.

Date of ex-  
aminations.

Applica-  
tions.

1199. Applications for the April examination must reach the War Office in January, and for the October examination in July. General officers commanding districts in Ireland will forward the applications direct to the War Office.

Marks for  
languages.

1200. The maximum number of marks obtainable at an examination in a language will be as follows:—

Dictation	..	..	..	..	40
Translation from the language into English	..	..	..	..	100
Transcription from English into the language	..	..	..	..	200
Writing an essay or letter and copying manuscript	..	..	..	..	160
Oral examination: Conversation including reading manuscript at sight and translation: writing from the language into English, and from English into the language, from extempore reading	..	..	..	..	200
Total obtainable	..	..	..	..	500

\* See footnote on page 192.

1201. Officers who obtain '5 of the total marks will be noted in their record of service as "Passed" in the language, and those who obtain '8 will be noted as "Interpreters."

Qualification.

1202. Officers noted as Interpreters will be called up for a test examination once in every five years. An officer unfavourably reported on will be tested again the following year, and if he then fails to pass the test examination, his name will be removed from the list of Interpreters.

Periodical tests.

1203. Special leave of absence, limited to six months, may be granted annually to officers who have "Passed" in Russian, Turkish, Arabic, and Modern Greek, to enable them to proceed abroad in order to qualify as interpreters. Under the Royal Warrant for Pay, &c., rewards are obtainable by officers of the regular army for proficiency in Russian, Turkish, and Arabic, and by officers serving in the China and Straits Settlements commands, for proficiency in colloquial Chinese.

Leave of study abroad.

Rewards.

1204. Departmental officers may be examined in foreign languages, but are not eligible for the special leave mentioned in paragraph 1203.

Departmental officers.

1205. The system of shorthand recommended for the army is Pitman's. An officer who is in possession of a Pitman certificate, or a certificate from the Society of Arts, showing that he has a thorough knowledge of shorthand, will be recorded as proficient in that subject.

Shorthand certificates.

#### Army Schools.

1206. Garrison schools are established for the education of adults and elder children, and detachment schools for that of adults only.

Garrison and detachment schools.

1207. Garrison schools will be under the direction of the general officer commanding, who may distribute the control of the schools in his command as he may consider expedient. At headquarters of districts, to avoid frequent changes, the schools should be under the assistant adjutant-general. Elder girls schools will be similarly dealt with.

G.O.C. in control.

1208. Infants' schools are established in every corps for the education of the younger children of soldiers. When these schools are "garrison" schools, as defined in the "Army School Regulations," they will be placed under the direction of an officer, in the manner prescribed in paragraph 1207; but when they are "regimental," they will be under the direction of the officer commanding the unit.

Infants schools.

1209. To assist general officers commanding in the maintenance of a high standard of efficiency in army schools, inspectors whose duties are laid down in the "Standing Orders for Inspectors of Army Schools, Examiners, and Teachers" are appointed to districts. It is their duty to bring to the notice of general and other officers commanding, any irregularities affecting army schools, as well as all laxity of conduct, or neglect of duty on the part of the teachers. Commanding officers and others are to afford the inspectors of schools every facility for the examinations and visits enjoined by the "Army School Regulations."

Inspectors of army schools.

1210. All directions relative to the management, inspection, and examination of army schools, and to schoolmasters and schoolmistresses, are contained in the "Army School Regulations" and "Standing Orders," to which the attention of officers commanding is called.

Army School Regulations.

1211. All army orders having reference to army schools are to be made known to army schoolmasters and schoolmistresses.

School  
orderly.

1212. A permanent orderly is to be told off to clean the school buildings and outhouses, and attend to the quarters of the schoolmaster in charge. When more than one orderly is employed, each orderly will attend to the quarters of one of the schoolmasters. In the cavalry the orderly will attend mounted parade or riding drill once a week.

Visiting  
schools.

1213. General and other staff officers will visit army schools from time to time, and commanding officers, and officers second in command of units, will frequently visit the army schools attended by the adults or children of their corps. Each officer will record his visit in the book kept for this purpose. Orderly officers are not required to visit schools.

Soldier  
assistants.

1214. When the numbers attending a garrison school require it, soldier assistants will be appointed as prescribed in the 'Army School Regulations.' The schoolmaster will record in his register every occasion on which a soldier assistant is absent from the school.

Acting  
school-  
masters  
and soldier  
assistants.

1215. As the frequent withdrawal of acting schoolmasters and soldier assistants from their duties at army schools gives rise to much inconvenience, they should not be withdrawn during the school term, except to go through the annual musketry course and the squadron or company training, or in very special cases for some temporary and urgent duty. Appointments to these posts will therefore be made, except in unavoidable circumstances, for a school year from the 1st August. Only capable non-commissioned officers should be selected. They should not lose promotion while so employed, but will, on promotion, complete their year in school. A commanding officer may, however, re-appoint any man who has shown himself specially suited for the work for a further term of a year. A soldier assistant should, before appointment, be tested by the schoolmaster as to his capabilities for school duties.

Term of ap-  
pointment

Attendance  
of non-com-  
missioned  
officers

1216. Every non-commissioned officer will attend school regularly until he obtains a second-class certificate of education. Soldiers of the armourer section, Army Ordnance Corps, need not attend school, but will be permitted to do so at their own request. Paragraphs 746 and 747, fix the educational qualifications essential for the several ranks.

Soldiers to be  
encouraged  
to attend  
school.

1217. Commanding officers should encourage the attendance of men at school with a view to improving their education and obtaining the certificates necessary for promotion. They will also encourage enlisted boys, who have obtained a second-class certificate of education, to continue attendance at school for the purpose of obtaining a first-class certificate. A soldier whose name has been placed on the school books should attend regularly and continuously for three months, or until he obtains a higher certificate of education.

Evening  
classes

1218. To facilitate the education of soldiers, evening classes will, where necessary, be held at the most suitable hours for non-commissioned officers and men who are unable to attend the afternoon classes, but encouragement should be given to all ranks to attend both the afternoon and evening classes, to enable them to speedily obtain the certificate for which they are working.

Duties not to  
interfere  
with  
attendance.

1219. Soldiers attending school should not be placed in any permanent employment which would interfere with their regular attendance. Should any non-commissioned officer or enlisted boy be on any duty except guard, squadron, company, or musketry training, arrangements are to be made for his temporary relief during one of the school attendances. Those who are at musketry,



squadron, or company training, will attend the evening class, except when training takes place in the evening.

1220. For a soldier "regular attendance" means, when he is present and fit for duty, attendance once each day the school is open; for a child it means attendance each time the school is open. If the attendance is not regular, an explanation will be furnished with the quarterly school report. No attendance will be reckoned as such if of less duration than one hour and a quarter. When possible an attendance should be for one hour and a half in army schools generally, and two hours in detachment schools. Regular attendance.

1221. A. F.-B 291, showing the attendance at school of non-commissioned officers and men, will be used at all stations where there are adult schools. Attendance return.

1222. Examination papers for certificates of education will be enclosed in sealed envelopes, those for first-class certificates being sealed with the War Office seal, and those for second and third-class certificates with the seal of the inspector of army schools of the district. All staff officers and commanding officers, who receive packets containing examination papers for these certificates, will personally examine the seals and envelopes to see that they have not been tampered with, and will retain the packets under lock and key until they have to be issued. Before issuing the packets to officers detailed to superintend the examinations, they will again examine the seals and envelopes personally. Should any seals or envelopes appear to have been tampered with, a report is to be at once made to the general officer commanding, who, after investigation, will forward the same without delay to the War Office. Custody and issue of examination papers.

1223. Commanding officers are responsible that the children of warrant officers, non-commissioned officers, and men married with leave attend school regularly and punctually from the age of 4 to that of 14, or until Standard VII has been passed. Where there is sufficient school accommodation, children of 3 years of age may be admitted to the army infants' school, and if they attend civil schools, fees will be allowed from that age. C.O. responsible for the attendance of children.

1224. Where there are army schools, warrant officers, non-commissioned officers, and men married with leave will be required to send their children to the school of the corps or garrison. With the approval of the general officer commanding, soldiers may be permitted to send their children to an "efficient" civil school if in the opinion of a medical officer they reside at too great a distance from an army school, or with a view to obtaining a higher class (secondary) education, provided that no expense is caused to the public. This latter privilege will only be granted to children who have passed Standard V. The commanding officer will, in such cases, furnish the quarterly return referred to in paragraph 1225, and take steps to ensure the attendance of the children at the army schools for examination at the regular inspections held by the inspector. If found backward in their education at these examinations, the children should be ordered by the general officer commanding to attend the army school. "Higher-class education" is an education superior to that obtainable in "army," "Board," "national," or "public elementary" schools. In places where there is no army school, children will attend an "efficient" civil school. Attendance at army schools compulsory. Civil schools.

1225. When children are specially permitted to attend civil schools at stations where there are army schools for children, a return on A. F.-O 1700A, will be rendered to the War Office. Attendance at civil schools to be reported.



Office immediately after the end of each quarter. For the children of soldiers serving with the regular forces, the return should be forwarded direct either by the officer commanding their unit or by the officer commanding the corps or department in the district. For the children of soldiers serving with the Militia, Yeomanry, or Volunteers, the return should be forwarded through the commanding Royal Engineer, the officer commanding Militia and Volunteer Artillery, or the officer commanding the regimental district, as the case may require. Should attendances fall below 85 in every 100 times an explanation must be given.

Chapel schools.

1226. Chapel schools are never to be used for any purpose other than Church Services, school work, and lectures on religious, temperance, or instructional subjects, and when used for school work or lectures, the curtain will be drawn before the chancel.

Examinations for appointment of schoolmasters &c.

1227. Examinations are held annually in May, at home stations — 1. For the appointment of schoolmaster on probation. 2. For the situation of pupil teacher at the Duke of York's Royal Military School, Chelsea, and at the Royal Herberton Military School, Dublin. Non-commissioned officers and soldiers may compete at these examinations, subject to the conditions laid down in the instructions for the guidance of candidates, which may be obtained from the War Office on application.

Applications of candidates.

1228. Not later than the 15th March yearly, candidates for these examinations will be called for by commanding officers, and their names submitted on Army Schools Form 2, together with their defaulter sheets.

#### Professional Examination of Non-Commissioned Officers.

Necessary before promotion.

1229. A professional examination will be necessary before promotion to the rank of bombardier, corporal, or sergeant.\* When, however, the commanding officer considers it to be the advantage of the service to promote a non-commissioned officer who has not passed this examination, the promotion may be made subject to the passing of the examination within three months.

Army Medical Corps.

1230. The educational qualifications and professional examinations necessary before promotion to corporal, sergeant, staff sergeant, and warrant officer in the Royal Army Medical Corps are laid down in the Standing Orders for that corps.

Exemption.

1231. The examination referred to in paragraph 1229 will not be required for promotion to armourer-sergeant, saddle-sergeant, saddlery-maker, rough rider, farrier-sergeant, sergeant-master-tailor, battery-master-tailor, pioneer-sergeant, master shoemaker, and the several grades of artificers.

Preparation for examination.

1232. With a view to assisting non-commissioned officers to prepare for these examinations, officers commanding companies &c. will assemble their candidates once a week during the month preceding the examination, the date of which will be published in Regimental Orders, and explain to them the subjects in which they will be examined. Each week they will also use their own subjects explained to them in the previous week or weeks.

Board.

1233. Regimental boards will assemble quarterly, or as often as may be necessary, for the examination of non-commissioned officers in accordance with the syllabus prescribed Appendix IV. These boards will be composed, in the cavalry and infantry, of the second in command, the adjutant, and an officer commanding a squadron

\* Being bombardiers, will be examined once only, their qualifications for the ranks of bombardier and corporal. Corporals will pass another examination before promotion to sergeant. Bombardiers pass to the rank of corporal without examination.

or company, and in the artillery, of three officers of the battery or company where possible, the major or captain being president.

1234. The board will examine the candidates by oral questions. Subjects.  
To acting bombardiers and lance-corporals six questions, and to corporals ten questions, will be put in each of the subjects (a), (b), (c), referred to in Appendix IX. Ten marks will be given to each question.

1235. As regards subject (d) for all branches, (e) and (f) for cavalry, artillery, and infantry, and (g) for artillery, the board will see the candidates on parade and practically test their knowledge by placing them in command of squads and by oral questions. 100 marks will be given for each of these subjects. In allotting marks the board will consider the candidate's capacity for giving instruction and his word of command. An aggregate of half of the marks in each subject will be required for qualification. If a candidate fails to qualify in any subject, he will be required to be re-examined only in that subject. Practical tests.

1236. Non-commissioned officers of the Royal Artillery who hold "Long Course" certificates will not be required to pass in gunnery, provided their certificates are dated within three years of the examination. Standard.

1237. The results of the examinations will be published in Regimental Orders, and, in the event of the candidate qualifying in all the subjects, an entry will be made in his Military History sheet showing the rank for which he qualified, and the date and number of the Regimental Order notifying the same, and the certificate on A. F.—C 2111 will be issued to the candidate. Notification and record of result, and certificate.

1238. In the event of his failing to qualify in any of the subjects, the certificate on A. F.—C 2111 will be filled in as regards the subjects he qualified in, and retained with the candidate's documents until he has qualified in all the subjects.

## SCHOOLS AND CLASSES OF INSTRUCTION.

### GENERAL INSTRUCTIONS.

1239. At home, applications to attend classes of instruction will, unless otherwise directed, be sent through general officers commanding so as to reach the officer named in the special instructions in each case, at least one month before the date of assembly of the class; the latter officer will notify as early as possible to the general officers concerned the names of those who can be received, and the exact date of the assembly of the class, and will make the necessary arrangements as to quarters, &c. Applications from abroad will be sent through the general officer commanding to the War Office. An officer on leave from abroad who wishes to attend a class will apply to the War Office, attaching the written consent of his commanding officer. Applications to attend.

1240. Officers commanding units abroad should, as far as possible, take advantage of the opportunity afforded by officers going home on leave to apply to send them to schools and classes of instruction. For officers going home on leave.

1241. Infantry soldiers will not, except in special circumstances, be brought home for instruction in cooking, gymnastics, military engineering, pioneer's duties, or signalling. The officer commanding a battalion abroad (except in India) will inform the officer commanding the home battalion, or the officer commanding the depot, what specially trained soldiers he wants, and these officers will take the necessary steps to have men trained and report to the War Office not later than 1st August what passages are required. This For non-commissioned officers and men of units abroad

## Schools and Classes of Instruction.

201

regulation will also apply to the Royal Artillery so far as that arm is concerned, but applications to have soldiers trained will be sent to the War Office.

Arms and accoutrements.

1242 Unless otherwise directed in the special instructions no arms or accoutrements, except pouch belt and pouch, or waistbelt and side arms, will be taken by soldiers. This order applies also to men sent to the Royal Military School of Music as fatigue men, and to other servants.

Documents to accompany application.

1243 The following documents of those selected, in addition to any mentioned in the special instructions for each arm, will be sent to the officer to whom the application was addressed: Medical history sheet, defaulter sheet, statement of accounts.

Wives and families.

1244 Soldiers will not be accompanied by their wives and families except as stated in the special instructions.

### SPECIAL INSTRUCTIONS.

#### Instruction in Army Service Corps Duties.

A S C duties.

1245 The class assembles at the Army Service Corps School of Instruction, Aldershot, on 1st June yearly and lasts two months and a half. Applications will be sent to the War Office. Candidates must have passed through the Staff College, or be officers, not below the rank of captain, whose names have been noted on the list of officers recommended for the Staff College.

#### School of Cookery, Aldershot.

Sergeant-cook.

1246 Classes to train non-commissioned officers for the appointments of sergeant-cook and second-cook are formed about 1st January, 1st May, and 1st September yearly. The duration of each class is four months. Applications will be sent to the general officer commanding, Aldershot, accompanied by A F-B 114 and a copy of the applicant's defaulter sheet.

Applications.

Second cook.

1247 Candidates must have at least five years more to serve and be in possession of second class certificates of education, and those for training as second cooks should be selected from the corporals or lance-corporals.

Contribution.

1248 A contribution of £1 on account of each soldier sent to be trained will be paid out of the funds of the regimental institute to the staff officer in charge of the school.

Certificate.

1249 A provisional certificate will be given to the non-commissioned officers who complete the course satisfactorily, but the permanent certificate of qualification will not be issued until the non-commissioned officer has been reported by his commanding officer through the general officer commanding, to the general officer commanding at Aldershot, to have undergone a satisfactory probation of three months in the appointment of sergeant-cook.

#### School of Military Engineering, Chatham.

1250 Applications will be sent to the commandant. Classes will be formed as follows:

Officers' classes.

- (i) Cavalry officers' pioneer class, about the 15th September, lasting 20 days.
- (ii) Officers' military engineering class, for all branches of the regular forces, about 1st April and 15th September.
- (iii) Officers' military sketching class, for all branches of the regular forces, about 25th May and 1st August.
- (iv) Cavalry sergeants' pioneer class, about 1st March.
- (v) Regular infantry non-commissioned officers' military

Soldiers' classes.

engineering class, about 1st February, 15th April, and 1st July.

- (vi.) Class for non-commissioned officers and privates of regular infantry to qualify for the appointment of pioneer-serjeant, about 1st April.

1251. Applications will be sent for the following detail :—

Classes (i.), (ii.), and (iii.).—One officer from each unit, stating whether the officer detailed is a volunteer for the course. Numbers to be detailed.

Class (iv.).—One serjeant from each regiment.

Class (v.).—Two non-commissioned officers from each regiment.

Class (vi.).—Those non-commissioned officers or privates recommended by their commanding officers.

1252. Officers must have not less than three years' service.

1253. Soldiers should have at least two years' service and not less than three years still to serve with the colours; they should have an aptitude for the subject; be able to write legibly and quickly from dictation, and to work out correctly questions in simple arithmetic; those for Class (vi.) should also be able to keep simple accounts with accuracy. The trades of candidates should be stated. Any soldier who is absent from a class for 10 days will be ordered to rejoin his unit. Qualifications.

1254. Should a general officer commanding recommend that any unit should be exempted from sending any one to one of these classes, he will forward the application to the War Office at least 14 days prior to the date of the formation of the class, stating his reasons. Exemptions.

#### School of Musketry, Hythe.

1255. The date of assembly of each class is notified in Army Orders each year. Officers are to report their arrival at the school before 8 p.m. on that date. Assembly of classes.

1256. General officers commanding and the commander of the forces in Ireland will be informed from the War Office of the number of vacancies allotted to their commands. Notification of vacancies.

1257. Non-commissioned officers and officers' servants will proceed fully armed and equipped. Equipment, &c.

[For further instructions see *Musketry Regulations*.]

#### Instruction in Judging Provisions, Forage, &c.

1258. Classes of officers are formed at the Army Service Corps School of Instruction, Aldershot, on 1st January, 1st April, 1st October, and 1st November yearly. The duration of each class is 18 working days. Applications to be sent to the general officer commanding at Aldershot. Dates of classes.

1259. One officer will be detailed from each unit of cavalry, artillery, and infantry at Aldershot. Numbers to be detailed.

A limited number of officers from other stations will be permitted to attend. Such officers will be required to pay their own expenses, but quarters, if available, will be provided for them.

#### School of Gymnastics, Aldershot and the Curragh.

1260. Officers' Class, Aldershot.—Applications will be sent to the Inspector of Gymnasias, Aldershot. Names of officers with less than two years' service are not to be sent in. Classes are formed on 1st January and 1st July in each year. In special cases officers will be permitted to attend at other periods, they must, however, pay their own expenses to and from Aldershot. Officers' class.

Any officer who, during a class, is found by the general officer commanding, Aldershot, to be unlikely to become an efficient superintendent of gymnasia will be directed to rejoin his regiment. A report of the case will be made to the War Office.

(Q.R.)



W.C.O.'s  
classes.

**1261. Non-Commissioned Officers' Classes, Aldershot and the Curragh.**—Classes assemble on the 1st January and 1st July yearly. Applications are to be sent to the Inspector of Gymnasias, Aldershot, or in Ireland to the superintendent of gymnasia at the Curragh.

Qualifica-  
tions.

**1262** Candidates must be passed medically fit for the course, be unmarried, be between 20 and 28 years of age, and have a chest measurement of not less than 35 inches. Soldiers of over three years' service must be willing, if selected, to extend their service to 12 years with the colours. At stations where there is a gymnasium, candidates should be examined by the superintendent before their names are sent in, and every facility should be given them to attend at the gymnasium for a month before they leave to join the class. When there is no possibility of carrying out this examination care is to be taken that only such non-commissioned officers are selected as appear in every respect likely to prove suitable.

**1263.** Any non-commissioned officer who at the end of one month's instruction has not made sufficient progress, physical or intellectual, will be sent back to his unit.

**1264. Classes for Officers and Non-Commissioned Officers, in the Physical Training of Recruits.** The class lasts 15 working days. Applications to be sent, at any time, to the Inspector of Gymnasias, Aldershot, or in Ireland to the general officer commanding at the Curragh.

## Royal Military School of Music, Kneller Hall.

Applica-  
tions.

**1265.** A separate application for each non-commissioned officer, private, or boy on A F B 71, accompanied by a copy of his defaulter sheet, will be sent to the commandant.

Dress, &c.

**1266.** Full dress head dress, leggings, and side-arms will not be taken.

Documents.

**1267** The following documents, in addition to those mentioned in the general instructions, will be sent for each soldier selected: A. F. O 1616, extract certificate of education; regimental defaulter sheet; inventory of kit; transfer clothing statement.

Qualifica-  
tions.

**1268. Class for Non-Commissioned Officers for Training as Bandmasters.** Candidates must have a first class certificate of education, and before admission to the school must extend their service to 12 years with the colours or re-engage, if eligible. Preference is to be given to those who have for some time held the position of band-sergeant, serjeant-trumpeter, serjeant-bagpiper, or serjeant-drummer.

Passages.

**1269** Non-commissioned officers may be accompanied by their wives and families.

Candidates  
from abroad.

**1270** A candidate sent home from abroad, if belonging to a cavalry regiment in India, will be posted to the regiment of the same corps on the lower establishment with which the unit abroad is grouped, or if belonging to a cavalry regiment in the Colonies, to the depot of the regiment; if to the infantry, to the home battalion.

Qualifica-  
tions.

**1271. Class for Privates and Boys for Training as Bandmen.** Candidates must be unmarried, and if over three years' service must, before admission, extend their service to 12 years with the colours. Application should be made only for those who wish to be trained, and who, from their character and musical capabilities, are likely to repay the time bestowed on their education.



**Practical Instruction of Officers in Districts.**

1272. Classes, lasting 21 working days, for the instruction of officers in applied tactics, field fortification, reconnaissance, military sketching, and map reading, are formed yearly on the 1st March and 1st September at all stations where there is a staff officer for instruction. Dates and subjects.

1273. Special attention will be given to the solution of tactical problems and schemes on large scale maps and in the field, and to the issuing of orders.

1274. Applications will be sent to the general officer commanding the district, accompanied by a certificate that the candidate has passed in subjects (a) and (b) of the syllabus in Appendix VII. Applications.

1275. Except in special circumstances, officers will not be permitted to attend classes in districts in which they are not quartered.

1276. Officers selected must provide themselves with drawing instruments and materials, marquois scales, sketching case, and the authorized text-books. Materials, &c., required.

1277. Those who are found not to have prepared themselves by previous study, or who are inattentive when under instruction, may be remanded to their corps.

**The Riding Establishment, Canterbury.**

1278. The names of candidates will be called for from the War Office as required.

1279. Each soldier of the Household Cavalry, Royal Artillery, and Royal Engineers will take with him a complete set of saddlery. Saddlery.

1280. In addition to the articles mentioned in the general instructions, every soldier will, if so armed, take with him his carbine, and an inventory of kit and a transfer clothing statement will be sent for him. No horses will accompany the men (see paragraph 910). Arms and documents.

1281. *Equitation Classes for Non-commissioned Officers and Men of Cavalry and Engineers.* A class is formed on the 1st February for soldiers from units quartered in Ireland, and on the 1st September from those quartered in Great Britain. Commanding officers who are called upon to send men for training for regiments in India as well as for the regiments they command, will specify which are the men selected for India. Assembly of classes.

1282. A candidate should, if possible, be a rough rider; he must be unmarried, over 20 years of age, of good character, smart and intelligent, in possession of a 3rd class certificate of education, a first-rate horseman, with about three and not more than five years' service, and must extend his service to 12 years with the colours before proceeding to Canterbury. Qualifications.

1283. *Non-commissioned Officers for training as Riding-masters.*— A candidate, except in special circumstances, must have less than 10 years' service, be in possession of a 1st class certificate of education, and, except in the cases of the Royal Artillery, Royal Engineers, and Army Service Corps, of 1st class certificates as horseman and instructor from the equitation class, and be thoroughly acquainted with field drill and squadron duties, and have an exemplary character. Qualifications.

1284. Non-commissioned officers of the Royal Artillery, Royal Engineers, and Army Service Corps will be detailed, as required, from the War Office. R.A., R.E., and A.S.C.

- Cavalry.** 1285. A candidate selected from the cavalry, if above the rank of serjeant or holding any regimental appointment, will revert to the rank of serjeant and resign any appointment he may hold from the date of joining the riding establishment, inclusive.
- Families.** 1286. Married non-commissioned officers will be accompanied by their wives and families.

## Riding Classes for Officers in Districts.

- Formation of classes.** 1287. The classes will be formed during the winter months under the orders of general officers commanding. A class will last from six weeks to two months.
- Applications.** 1288. Applications from officers desirous of attending will be made to the general officer commanding, without whose permission an officer who once joins a class cannot cease attending it.
- Horses.** 1289. An officer may not ride his own horse unless he can produce a certificate that the horse has been broken as a charger in a cavalry or artillery riding school. The fees to be paid are To the riding-master, £2 2s. on joining; and to the soldier who looks after the horse ridden, 2s. 6d. weekly.
- Fees.**
- Certificate.** 1290. A certificate of proficiency will be given at the end of the course by the riding-master. It will be countersigned by the commanding officer and by the general officer commanding.

## The Ordnance College, Woolwich.

- Classes at Ordnance College.** 1291. *Classes for Warrant Officers, Non-commissioned Officers and Men of the Royal Artillery*—Applications to be sent, at any time, to the Director, Ordnance College, Woolwich.
1292. *Wheeler, Carriage-smiths, and Artificers Classes for Non-commissioned Officers and men of all arms*.—Applications to be sent in at any time those from cavalry and infantry to the War Office, those from other corps to the Director, Ordnance College, Woolwich.

The duration of the course depends on the abilities and previous training of the men, and men recommended should have worked at the trades before they enlisted, and should be tested as to their skill before their names are submitted.

## Course for Saddlers and Saddletree Makers at Woolwich Dockyard.

- Applications.** 1293. *Classes for Mounted Units*—Applications accompanied by A. F. B 191 to be sent to the general officer commanding, Woolwich.

**Qualifications.** Candidates for the appointment of saddler or saddletree maker must belong to the mounted branches, must be unmarried, of good character able to read and write, have not less than one years service, and if over three years' service must extend their service to 12 years with the colours before proceeding to Woolwich. A candidate who has already extended his service or is engaged must have five years still to serve. Men of the undermentioned trades should be selected for saddlers in the order specified. —

- Saddlers or harness-makers.
- Shoemakers.
- Other workers in leather.
- Grooms.

Men unaccustomed to handle horses should work with the regimental transport or be attached to a mounted unit for at least two months to enable them to acquire a knowledge of harnessing and

saddling horses. Candidates for the saddletree-makers' course should have had experience in wood work.

**1294. Classes for Infantry.**—There will be four short courses annually for the training of the infantry saddlers referred to in paragraph 793, commencing on the 1st January, 1st April, 1st July, and 1st October. Only 15 men can be trained at each course. Candidates will be selected and applications submitted in accordance with paragraph 1293.

#### School of Signalling, Aldershot.

**1295.** Classes are formed for officers and non-commissioned officers (except Royal Artillery) about the 1st March, the 1st June, and the 1st September. Each class lasts about twelve weeks. Dates, &c., of classes.

A class for officers and non-commissioned officers of Royal Artillery is formed about the 1st December. The class lasts about six weeks.

**1296.** Applications will be sent to the deputy-assistant adjutant-general for signalling, Aldershot, accompanied by a medical certificate showing that the work is not likely to affect the eyesight of the candidate prejudicially, and a certificate from the commanding officer showing that the candidate can read 10 words a minute off the small flag, and eight words a minute off the lamp with a maximum of 10 mistakes in either case. On joining the school candidates will be tested, and those who fail to reach the standard will be required to rejoin their units forthwith. Candidates should be steady, intelligent, quick of apprehension, have good eyesight and hearing, have no impediment in their speech, be able to read and write well and spell correctly, and have self-reliance when placed in isolated and responsible situations. Applications and qualifications.

#### Course for Tailors at the Royal Army Clothing Factory.

**1297.** Applications on a special form obtainable from the War Office, accompanied by the proceedings of the board referred to herein, and copy of defaulter sheet, may be sent to the War Office at any time. From Ireland applications will be sent through general officers commanding districts direct. Candidates must be tailors by trade, of good character, sober, steady, and industrious, able to keep serjeant-master-tailor's account books, and, before admission, must have extended their service to 12 years with the colours. On receipt of the application, the general officer commanding, after satisfying himself that the soldier fulfils these conditions, will cause the candidate to be examined by a board of two or more serjeant-master-tailors, who will report on A. F.—A 2 as to the likelihood of his becoming an efficient master-tailor. When units are stationed singly the opinion of one serjeant-master-tailor will be sufficient. Preference should be given to unmarried men; if married they should be warned that no quarters can be provided for their families in London. Applications. Qualifications.

#### Veterinary School, Aldershot.

**1298. Officers' Class.**—(For syllabus, see "Regulations for Army Veterinary Services.") Applications to be sent to the Professor, Army Veterinary School, Aldershot, except from the Royal Artillery, the Royal Engineers, and the Army Service Corps. Classes are formed about the 1st May and 1st July, lasting one month. Attendance is compulsory for officers of the mounted branches of Officers' class.

the service. Travelling expenses will only be allowed as provided for in the Allowance Regulations.

Numbers to attend.

1299 Each class will consist of 16 officers, and will be made up as follows

- Cavalry. One from every regiment at home
- Artillery. Four, detailed from the War Office
- Engineers. One, detailed from the War Office
- Army Service Corps. Six, detailed from the War Office.
- Indian Staff Corps. Vacancies reserved for six officers, if less are available the vacancies will be added to the nine below.

Particular classes

Nine other vacancies for additional officers wishing to attend.

Dates at which soldiers who may attend

1300 *Farmers' Class.* Applications will be sent to the Professor, Army Veterinary School, Aldershot. Names of candidates are to be forwarded on A. F. B. 2080. Classes lasting six weeks are formed about the 1st March, 1st August, and 1st October for farmer, quartermaster-serjeants, farmer-serjeants, shoeing-smiths, men training for shoeing-smiths, and infantry cold-shoers. Candidates must have at least a third class certificate of education. Those selected will proceed dismounted.

Numbers

1301. Each farmers' class will be composed as follows —

Cavalry	Farmers-serjeants and shoeing-smiths	16
Artillery	Farmers-serjeants	4
	Shoeing-smiths	8
Engineers	Farmers-serjeants	1
	Shoeing-smiths	1
Army Service Corps	Farmers-serjeants	2
	Shoeing-smiths	1
Infantry cold-shoers		14

50

## DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION, &c.

### General Instructions.

General Instructions

1302. All officers in command are to take care that divine service is regularly performed for the troops under their orders. They are to see that the conduct of the Chaplains is such as becomes their office, and to bring to notice any deviations from the mode of conducting public worship as laid down in the "Instructions for the Guidance of Chaplains of the Church of England in their Ministries to the Troops." For instructions as to procedure at the consecration of altars, see paragraph 40.

Roman Catholics

1303. Soldiers of the various denominations are to be regularly marched to and from their own places of worship, if the number of the party is twenty or more, under the command of an officer, if less than twenty under a sergeant. The officer or sergeant is to remain with them throughout the service. When a minister of any of the recognised Protestant denominations is not available, free and soldiers of that denomination may attend the services conducted by the other denominations that they may elect.

Latent

1304. Every soldier, when not prevented by military duty, is to attend the worship of Almighty God according to the forms prescribed by his own religion. No soldier of any denomination is to be charged to attend divine worship of any other religious body than his own.

General

1305. The duty of paying the troops to church is not to interfere with the attendance of baptised men, communicants, laymen, or women, at the regular service for the troops of the denomination to which they themselves belong.

1806. Commanding officers will afford all possible facilities for the attendance of officers and soldiers and their families at public worship, and will endeavour to induce the wives and families of soldiers to attend regularly.

Families of soldiers at public worship.

1807. Whenever seditious or inflammatory language is made use of during the service in any place of worship not under military control, the senior officer present will use his discretion in withdrawing the troops with as little interruption as possible, and marching them back to their quarters. Should circumstances render it desirable, officers commanding will prevent their men from attending divine service if such language is likely to be used in sermons.

Seditious language preached.

1808. In assembling troops for public worship in the field, care is to be taken that they are not brought together in numbers greater than the voice will reach.

In the field.

Chaplains.

1809. Chaplains are to be treated with those marks of respect which are due to their rank and profession, and general and other officers commanding are to render them every possible assistance in carrying out their duties.

Chaplains to be treated with respect.

1810. The senior chaplain of each denomination will arrange the work of the chaplains at his station, and report any neglect or disobedience of orders to the War Office through the general officer commanding. It is to be distinctly understood that every chaplain has the right of direct communication on purely ecclesiastical matters with the recognized head of his denomination.

Senior and junior chaplains.

1811. Chaplains are to render all the spiritual assistance in their power to officers and their families as well as to the families of the men, whether on the married roll or not, and to the men themselves, whom they are to regard in every respect as their parishioners.

Extent of chaplain's charge.

1812. Embodied in paragraph 1465A.

Period of service abroad.

Civilian Clergymen.

1813. Commanding officers will furnish to officiating clergymen, on their application, weekly certificates (Army Book 151), showing the number of officers and men of the denominations therein referred to who have been present in garrison, and the numbers (if any) who actually attended separate services during the period.

Certificate of numbers present.

1814. Whenever a commanding officer deems it expedient to exercise his power to prevent a civilian clergyman, regularly ordained, from officiating in military churches or chapels, he will report the circumstance, through the general officer commanding, to the War Office, stating his reasons for such prohibition.

Civilian clergymen officiating in military chapels.

1815. The duties to be performed by an officiating clergyman in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting prisoners in provost prisons at least once a week, and giving special religious instruction to the children and enlisted boys during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their wives and families. No fees are to be demanded for the performance of any of these duties.

Duties of officiating clergymen.

1816. Whenever a clergyman who has not been regularly authorized to officiate is desirous of undertaking the duty, the necessary authority for his appointment should be obtained from the general officer commanding, and every clergyman who

Unauthorized officiation.



voluntarily commences duty with the troops, should be informed that payment cannot be guaranteed until such approval has been officially notified.

**Religious Instruction and Religious Books.**

Religious instruction in schools.

**1817.** General officers are to give such directions to the chaplains and officiating clergymen within their respective commands, as will ensure that the orders contained in the Army School Regulations as to the religious instruction of children are carried out. Chaplains will enter in the school book the hours at which they attend for the discharge of this duty, and the subject in which, on each occasion, instruction has been given. Chaplains and officiating clergymen will also be required to give religious instruction on one day in the week to enlisted boys by themselves. The room in which this is done is not to be the schoolroom during ordinary school hours, unless a class room can be made available without interfering with the ordinary school instruction.

Boys.

Reports by chaplains.

**1818.** Church of England chaplains to the forces will forward annually a report, on A. F. C. 374, to the chaplain-general: Roman Catholic and Presbyterian chaplains to the forces will transmit an annual report of their charges, on A. F. -C. 301, direct to the general officer commanding, by whom they will be forwarded to the War Office.

Bibles and prayer-books.

**1819.** Bibles and prayer-books supplied at the public expense for the use of soldiers will be distributed under the orders of the commanding officer. They will be issued to such soldiers only as desire to possess them, and may be retained by them on their discharge. Books so issued are to last ten years, and a nominal list of recipients, with the dates of issue, will be recorded in a regimental book to be kept for the purpose. A supply is to be allotted for the use of patients in hospitals, and of young soldiers and children attending the regimental schools.

When lost or made away with.

**1820.** When a soldier has lost or made away with a Bible or prayer-book issued to him at the public expense, he is to be charged with its value in his accounts, and, if necessary, a fresh issue will be made to him.

**MOVEMENT OF TROOPS, BAGGAGE, STORES, &c., IN THE UNITED KINGDOM.**

**General Instructions.**

How performed.  
Mounted troops and horses.

**1821.** Movements of mounted troops in the United Kingdom will be made by rail or by march route.

March route will usually be employed for mounted units and detachments of mounted units when the distance is not too great to be traversed in six marches, otherwise rail conveyance will be employed.

When mounted units or detachments of mounted units are moved by railway in special trains troop horses will be conveyed in cattle-trucks.

When small numbers of horses remounts, transfers, &c.—not sufficient for special trains, require to be moved and the distance is too great to be traversed in a single march, discretionary power is left to general officers commanding to arrange for their being sent in horse boxes by passenger train if the length of the journey, the absence of through connections, &c., &c., render it undesirable to move them in cattle trucks by goods train.

Officers' horses, in all cases, and troop horses when not exceeding three in number, should be sent in horse-boxes. Sheets for covering the cattle trucks may be requisitioned from the railway companies, but only during exceptionally severe weather and with the sanction of the general officer commanding the district from which the horses are being moved.

1822. Movements of dismounted troops in Great Britain will, when the distance is too great for a single march, and it is not desirable to carry out the movement by a series of marches, be effected by the cheapest railway route. Sea conveyance between one part of Great Britain and another should, as a rule, be adopted only when obviously more convenient than rail or march.

1823. The following are the sea routes by which troops will be ordered to travel between Great Britain, Ireland, and the Channel Islands, unless the officer issuing the route considers that passages by other lines of steamships will be more convenient for the troops and result in a saving of time. In such cases the officer issuing the route will use his discretion, having regard to the time of the year and the state of the weather:—

Milford and Waterford (Great Western Railway).

" " Cork (City of Cork Steam Ship Co.).

Holyhead and Greenore (London and North Western Railway).

" " Dublin (London and North Western Railway).

" " Kingstown—only available for individual officers travelling without troops—(City of Dublin Steam Ship Co.).

Fleetwood and Belfast (London and North Western Railway).

Barrow and Belfast (Midland Railway).

Stranraer and Larne (Larne and Stranraer Steam Ship Joint Co.).

Southampton and Guernsey } (London and South Western  
" " Jersey } Railway).

Weymouth and Guernsey } (Great Western Railway).  
" " Jersey }

Liverpool and Dublin (City of Dublin Steam Packet Co.).

" " Belfast (Belfast Steam Ship Co.).

1824. When the numbers of men to move exceed 50 in the case of railway journeys, or 20 in the case of steamship or combined railway and steamship journeys, application for conveyance must be made beforehand to the railway and steamship companies concerned, and a statement furnished of the number of officers, men, families, horses, guns, &c., to proceed. Similar notice should also be given when horses are to be moved by rail, and special trains, at ordinary military rates should be requisitioned when 40 or more horses are moved. Care should be taken that the warning given to the railway or steamship company is adequate (a week or more is desirable where the numbers to be moved are large, or in cases of considerable numbers of horses or vehicles), especially when sea conveyance is involved; this is necessary because it may so happen that movements of other military details by the same sea route will render an alteration of the dates originally proposed necessary.

1825. Although it is usually unnecessary to make formal requisitions on railway companies to provide conveyance where the strength is less than 50, the officer in direct command should send notice beforehand to the local railway authorities when the strength of the party, whether on duty or proceeding on furlough, exceeds six, or when the conveyance of horses is involved.

Special  
trains

1326. Railway companies are willing as a rule to provide, without extra charge, special trains for parties of 150 men and upwards, and even for less numbers on long distances if ordinary trains are not convenient.

Blankets or  
rugs for sea  
journeys.

1329. When troops proceed by sea journey in connection with home movements a part worn blanket or rug may, when considered necessary, be issued to each soldier, as also to each soldier's wife and child on the married roll. The articles will, as a rule, be drawn from the barrack stores at the station from which the troops proceed, and on arrival at destination be handed over to the officer in charge of barracks there. Where more convenient, however, the articles may be drawn at the port of embarkation, if there are barrack stores, and returned, if practicable into stores at ports of disembarkation. The officer or non-commissioned officer in charge of the party will be responsible for the safe return of the blankets or rugs.

Notice to  
be sent to  
supply  
officers.

1330. On receiving the order to move, the officer commanding any body of troops will forward notices (on A. F. F. 748, 1) to the officers in charge of supplies both of the district to which the troops are proceeding, and of that which they are leaving, any subsequent alteration in the date of movement being immediately notified.

Duty state  
for G. O. C.  
of new  
district.

1331. When a unit is placed under orders to proceed from one district to another in the United Kingdom, the commanding officer will transmit a duty state of his corps to the general officer commanding the district to which it is proceeding.

When ordered to proceed by march route, the commanding officer will carry out the instructions as to recruiting on the line of march laid down in the "Recruiting Regulations."

Command of  
armed  
parties

1332. No armed party consisting of 20 men or more is to proceed on any foot and accompanied by an officer. Mounted detachments of 50 men or upwards proceeding by march route are to be attended by a fitter or qualified shoeing smith.

Medical  
officers,  
when  
necessary

1333. As a rule it is only necessary for a medical officer to accompany units or detachments of 200 or upwards when proceeding by march route. In circumstances of a special nature, the general officer commanding, in consultation with the principal medical officer, will decide whether the presence of a medical officer is necessary.

Detached  
parties to be  
provided  
with money

1334. Commanding officers will ensure that parties or individual soldiers detached on any service, are provided with money in cases where it will be necessary for them to pay charges for billets, subsistence, including food on rail or sea (arrivals) for themselves or for any soldiers under their escort, and for non-commissioned officers in charge, as well as soldiers travelling singly, will be held responsible for payment before leaving billets as required by the Army Act. If through lack of money or any other cause billets are not paid for the fact should be reported immediately on return to the station with a view to the matter being promptly settled.

Detention  
in London.

1335. Individual soldiers' escorts and parties likely to be detained in London (except those belonging to the Household Troops) will be directed to report themselves to the garrison superintendent at St. George's Barracks. The Metropolitan Railway may be used by escorts and parties proceeding through London under a route.

Officers  
detained  
during  
detention

1336. Officers and warrant officers proceeding without troops for temporary duty to a military station where they are likely to be detained for more than seven days exclusive of the days of arrival or departure will, on arrival, be attached to troops and provided with quarters or placed on the lodging list. Non-commissioned officers and men on arrival at a military station on temporary duty are to be attached to the troops for quarters and rationing.

**1837.** Parties or details proceeding on temporary duty to places at which troops are not quartered and at which there is no barrack accommodation will usually be accommodated in billets when not encamped. Officers, warrant officers, and non-commissioned officers above Class 19 when moving without troops need not be billeted. Billeting when no barracks available.

**1838.** Detailed instructions regarding travelling allowance, travelling expenses, and conveyance by rail and sea in the United Kingdom will be found in the "Allowance Regulations." Reference to Allowance Regulations.

### Routes.

**1839.** Movements of troops, individual soldiers, re-employed pensioners, and horses are executed under the authority of routes, and, as a rule, no soldier or horse is to be moved before the requisite route has been obtained. Routes are not required for the journeys of officers or warrant officers travelling without troops. Routes generally necessary.

**1840.** If it is necessary to remove sick or lame horses from one station to another by rail when the corps to which they belong is moving by march route, the application for a route for the service is to be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by march route. A report on A. F.—F 717 of each horse or each batch of horses thus sent by rail will subsequently be transmitted to the War Office. Movement of sick horses.

**1841.** A route, in addition to being the authority for the actual movement, is a voucher for the recovery of miscellaneous charges entailed by the journey, including travelling allowances, and its production in the case of railway and steamship journeys may be necessary to secure military rates of conveyance, while, when billets are required, it is the authority to the police to provide them. Report to be made.

**1842.** If troops proceed from, or to, two or more stations or places in the same train or trains for any portion of the journey, the face of each route will bear a reference in red ink to the other route or routes when the numbers proceeding together are more than 125, if in England, or more than 30, if in Ireland. Use of Routes.

**1843.** Every route should detail how the movement which it orders is to be effected, and where railway or steamship conveyance is involved, the actual route to be taken should be clearly indicated. When horses are moved by rail, the nature of conveyance, whether by horse-box or cattle truck, should be stated on the route. Cross references.

**1844.** Duplicates or copies of routes are not to be furnished when the originals have been lost or mislaid, but on application being made with a view to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route. Filling in Routes.

**1845.** Routes are of five descriptions :

- (i.) General (or head-quarters) route.
- (ii.) District route.
- (iii.) Regimental route (not available for billeting).
- (iv.) Deserter's route.
- (v.) Recruiting service route.

**1846.** General (or head-quarters) routes will be issued in the following cases, irrespectively of numbers : Vouchers for loss of routes.

- (i.) For units of the regular forces moving from one district to another in Great Britain, and between that country and Ireland and the Channel Islands.
- (ii.) For troops or individuals proceeding on service abroad.

Descriptions of routes.

General routes when issued.



to ports of embarkation in Great Britain, except when the troops or individuals are quartered in the district wherein the port of embarkation is, in which case the general officer commanding will arrange the move.

- (iii.) For militia corps proceeding to and from places of training not within the district to which they belong in cases involving the arrival or departure of more than three corps at or from the same place on the same day, or where sea passage is required.
- (iv.) For the movement of numbers in excess of those for which a district or regimental route may be issued.

District routes.

**1347.** General officers commanding will supervise all movements within their commands, and are authorised to issue district routes for all necessary movements therein contemplated by regulations. They are also empowered to issue routes (not connected with the change of quarters of units of the regular forces), between their own and other commands in the United Kingdom in the following cases —

- (i.) For parties of recruits from depôts to corps.
- (ii.) For parties proceeding to and from musketry.
- (iii.) For units of artillery proceeding to and from authorised practice camps for annual practice.
- (iv.) For militia units belonging to their commands moving to and from the approved places of training in other districts, except as specified in sub-section (iii) of paragraph 1346.
- (v.) For such other miscellaneous movements in the ordinary course of the service as are clearly necessary, and contemplated by regulation, provided that the numbers do not exceed 50 men or 20 horses. [This limit does not apply to the preceding sub-paragraphs i. to (iv).]

Irish routes.

**1348.** The commander of the forces in Ireland, in addition to exercising a general supervision over all movements in that country, will issue district routes in the following cases. —

- (i.) All movements in Ireland beyond the powers of general officers commanding under paragraph 1347.
- (ii.) All troops or individual soldiers proceeding on service abroad from Ireland to the port of embarkation in that country, except when quartered in the district wherein the port is, in which case the general officer commanding the district will arrange the move.
- (iii.) Movements of individuals and detachments above 50 and not exceeding 100 from stations in Ireland to stations in Great Britain.

Reporting movements.

**1349.** All movements of parties of 20 and upwards to be carried out on district routes will be reported by the general officer commanding to the War Office (on A. F. B. 185) concurrently with the issue of orders, and, when the movement is out of the district, a similar notice will be sent to the general officer commanding the district into which the troops are to move.

Regimental routes.

**1350.** Regimental routes, not involving the use of bullets, for the movement of parties not in excess of 10, may be issued in the following cases by lieutenant-colonels commanding divisions of horse, field or garrison artillery, majors of Royal Artillery commanding batteries or companies stationed singly, officers commanding Militia and Volunteer Artillery districts, commanding Royal Engineers (of districts and sub-districts), officers commanding units (other than Militia, Yeomanry, or Volunteers).



officers commanding the Army Service Corps, Royal Army Medical Corps, and Army Ordnance Corps in districts, district paymasters under (xii), and heads of educational establishments, on the issuer being satisfied of the necessity of the movement and of its being covered by regulation :—

- (i.) Movements of soldiers between units and depôts at home.
- (ii.) Movements of soldiers posted to the permanent staff of the Militia, Yeomanry, and Volunteers.
- (iii.) Movements of invalids to and from hospital or medical boards.
- (iv.) Movements of soldier servants and officers' horses.
- (v.) Escorts for prisoners to and from prison.
- (vi.) Movements of military witnesses on court-martial duty.
- (vii.) Movements of soldiers to and from authorised classes and schools of instruction.
- (viii.) Movements of non-commissioned officers of the permanent staff of the Militia, Yeomanry, and Volunteers, as required in the performance of their duties.
- (ix.) Journeys of armourer-serjeants under the "Equipment Regulations."
- (x.) Journeys of the Royal Engineer supernumerary staff in connection with engineer services, and of armament artificers in connection with armament duties.
- (xi.) Movements of non-commissioned officers and men engaged on ordnance survey and telegraph duties when proceeding to, or returning from, annual musketry practice and instruction, or on being reposted to dépôt companies or other units. The routes for these services will be issued by the Director General, Ordnance Survey, and the officer commanding 2nd Division, Telegraph Battalion, Royal Engineers, respectively.
- (xii.) Movements of individuals ordered from head-quarters.
- (xiii.) Regimental routes may also in special cases be issued under instructions from general officers commanding up to the numbers for which a district route is issuable.

In cases (xii) and (xiii) the authority must be quoted on the route.

In the case of (iii) the routes of soldiers discharged from hospital, either as invalids from the service or to rejoin their unit, will be issued by the officer commanding the unit to which the soldier is attached; but routes for soldiers to be transferred from one hospital to another or to attend a medical board will be issued by the officer commanding the Royal Army Medical Corps.

1851. Issuers of regimental routes will furnish monthly to the general officer commanding a record of all routes issued. This return will be examined at district head-quarters with special reference to the actual necessity of the journeys ordered, and of their correctness under regulation. Monthly return of regimental routes.

1852. Deserter routes will, in the case of the regular forces, be issued by officers commanding units in the circumstances mentioned in paragraph 1848. In the case of Militia absentees, deserter routes will be issued by commanding officers of units during the period of training; at other times by officers commanding regimental districts and auxiliary artillery districts, and commanding Royal Engineers of sub-districts, for infantry, artillery, and engineer Militia corps respectively. Deserter routes.

## Travelling Warrants.

222

Recruiting  
routes.

**1353.** Recruiting service routes, A F O 1737, will be issued for recruiting purposes and for all transfers of (Classes (i) and (ii), paragraph 1767, to officers commanding militia and volunteer artillery and regimental districts, to commanding Royal Engineers, and to recruiting staff officers.

### Travelling Warrants.

Object.

**1354.** Travelling warrants are provided to obviate cash payments for journeys, and on being presented to railway or steamship companies properly filled in, are returned by them as vouchers for subsequent repayment by the War Office. Travelling warrants will, whenever practicable, be issued for all military passengers (including pensioners), excepting officers and warrant officers travelling without troops.

Warrant  
books.

**1355.** The following Army Books will be used for warrants—

- Railway journeys in Great Britain, including sea journeys if there is through booking, Army Book 206.
- Railway journeys in Ireland, Army Book 73.
- Journeys from Ireland to Great Britain, Army Book 73a.
- Sea journeys in the United Kingdom, Army Book 74.

Custody  
of warrant  
books.

**1356.** Warrant books should be kept under lock and key, and the officers entrusted with them will be responsible for any improper use of the forms; on being relieved they will hand over the books to their successors, obtaining a receipt.

Use of  
warrants  
when no  
route has  
been issued.

**1357.** In the following instances warrants may be used although routes have not been issued, in which case the issue will be subsequently reported as laid down in the "Allowance Regulations"—

- (i.) For men on discharge or transfer to the army reserve.
- (ii.) In cases of urgency, when application for a covering route will be at once made, with a full explanation of the necessity for issuing a warrant before the receipt of the route.
- (iii.) On repayment, in the circumstances mentioned in paragraph 1358.

Warrants  
when  
issued on  
repayment.

**1358.** Warrants will be issued on repayment, only—

- (i.) If on the move of a unit it is desirable to send under warrant women and children not entitled to conveyance at the public expense.
- (ii.) To men returning from furlough, if required in exceptional cases. "Returning from furlough in uniform" will be written on the face of the warrant in red ink, and the man's name and squadron, battery or company, will be stated.

In these cases the reference to the reduced government fares should be struck out of the warrant, and steps taken at once to recover the cost from the men's pay. If the exact fare is not known an approximate rate may be adopted, and a final adjustment made on the receipt of instructions from the War Office.

When not  
issuable.

**1359.** Warrants will not be issued to men discharged—

- (i.) By purchase.
- (ii.) On release from confinement in a civil prison at home.
- (iii.) At the request of parents or guardians, in consequence of having made a false statement as to age on enlistment.

**1360.** When warrants are issued on the authority of routes, the officer under whose authority the route is issued, and not the officer issuing the warrant, is primarily responsible as to the route taken. Responsibility of issuer of route.

**1361.** When several persons proceed under one warrant, the officer who issues it will warn the person having the custody of the warrant that if all are not present at the place of starting, it will be his duty to strike absentees out of the warrant. Absentees to be struck out.

**1362.** Before issuing warrants on behalf of another unit, the issuer will, when the service will admit of the delay, apply to the officer commanding the unit concerned for authority. When the service is too urgent for such reference, the issue of the warrant will be noted on the route, furlough, training notice, or other document of identity produced by the applicant. The number and particulars of the warrant issued will also be immediately reported by post to the commanding officer of the unit, and steps will be taken to secure an acknowledgment of the receipt of the communication. Issue of warrants for other units.

**1363.** Warrants will be prepared and issued as follows :—

(i.) For journeys of soldiers proceeding from the discharge depôt, or Royal Victoria Hospital, Netley, by the paymaster. By whom issued.

(ii.) In other cases, by the officer whose duty it is to carry out the order for the journey.

**1364.** Return tickets should be obtained whenever a saving is thereby effected, and in such cases one warrant only (marked clearly "Return") will be issued, which will be exchanged at the booking office for a return ticket. Before issuing a warrant for a return journey, the issuer should ascertain whether a return warrant was originally given. If so, a report should immediately be made to the War Office, in order that the matter may be adjusted. Return tickets.

**1365.** Separate warrants should be made out for conducting parties for whom return tickets are required, or when necessary to obtain a cheap ticket for a portion of any journey. Conducting parties.

**1366.** When troops move on the same day, either in one train, or for the convenience of the railway companies in two or more trains, arrangements will, as far as possible, be made for the issue of one warrant only for the whole service, whether the troops belong to one unit or to different units, provided that the numbers exceed— in Great Britain, 125; in Ireland, 30; or in movements between Great Britain and Ireland involving railway travelling in Ireland, 50. Should more than one warrant be from any cause necessary, cross references to the other warrant or warrants will be distinctly made in red ink on the face of each warrant issued. Cross references will also be made on warrants when they are required to be made on routes in the circumstances specified in paragraph 1342. Combined moves.

**1367.** When troops numbering in Great Britain, or in movements between Great Britain and Ireland, over 100 persons, or in Ireland over 50 persons, are temporarily moved by rail from one station to another for the purposes of training, drill, musketry, &c., and return within three months, the warrants for the forward portion of the journey will be distinctly marked on the face in red ink (for the information of the railway companies), "This party will return within three months," those for the homeward journey being marked, "Returning within three months." The warrants Troops returning within three months.

issued for the advance or rear parties of such bodies, either going or returning, will be marked to show clearly that they form part of the main body, the total number of which will be indicated in each case.

**Preparation of warrants.** 1368. In the preparation of warrants the following rules will be observed :

(i) Warrants chargeable to the public—

Through warrants will be issued for all railway journeys between places in Great Britain, for all railway journeys between places in Ireland, and for all journeys between Great Britain and Ireland involving no railway travelling in Ireland.

(ii) Warrants issued on repayment -

Through warrants will be issued for all railway journeys between places in Great Britain, for all railway journeys between places in Ireland, and for all journeys between Great Britain and Ireland.

**Movements of Individuals without Routes.**

**Authority required.** 1369. In the absence of special instructions from the War Office, individual officers, warrant officers, and civil subordinates are not to proceed on journeys, except in cases of extreme urgency, before the authority of the general officer commanding has been obtained. Application for such authority will be made, on A. F. A 25, to the general officer commanding. The authority will be given either in district orders or on A. F. A 25. In cases of extreme urgency, not admitting of reference to the general officer commanding, application should be made for covering approval, stating clearly all the circumstances which rendered necessary the departure from the rule above laid down.

**Delegation of power to order journeys.** 1370. General officers commanding may delegate to officers to be named by them the power of ordering journeys for certain defined purposes. As a rule this power should only be delegated to officers at out stations where reference to district headquarters would involve a loss of time.

The names of the officers to whom the power to order journeys is delegated will be published in District Orders, and these officers will furnish monthly to the general officer commanding, a return on A. F. A 8 of the journeys ordered by them. These returns will be examined at district headquarters with special reference to the actual necessity of the journeys ordered.

**Reduction of fare, order for.** 1371. When journeys have been authorised under paragraphs 1369 and 1370 the officers and warrant officers concerned should, if required to travel by railway or by a railway company's steamer, be supplied by their commanding officers with A. F. O 1799 or O 1801 duly completed. This form, if produced to the booking clerk at the station of departure, enables the holder to claim the reduced rate of fares specified in the "Allowance Regulations."

**Form for reduced fare.** 1372. In addition to A. F. O 1799, officers and warrant officers who have been authorised to proceed on journeys will, except in the case of railway journeys in Ireland, be supplied with copies of A. F. O 1800. One such form, filled up by the officer or warrant officer himself will be given to the booking clerk on each occasion of obtaining a ticket at the military rate. Officers and warrant officers arriving at a port without a copy of A. F. O 1800, will obtain one from the nearest office of regular forces, militia, yeomanry cavalry, or volunteers.

For instructions regarding the conveyance of the baggage of individual officers and warrant officers *see* paragraph 1431.

#### Marches.

**1873.** The hour at which to march will mainly depend on the object to be fulfilled, but due consideration must also be given to the climate, the season, and the distance to be traversed. As a rule, the men will breakfast before marching, and the march should commence about an hour after daybreak. Mounted services, on account of the feeding of the horses, and the difficulty of properly adjusting saddlery and harness in the dark, should not, as a rule, start earlier, except under necessity. It may, however, occasionally be desirable to march much earlier, or during the night.

Hour of marching.

**1874.** The first duty of soldiers after a march, is to attend to their horses, arms, clothing, and equipment, and until these are in complete order soldiers will not be permitted to leave camp or quarters. For dismounted troops an inspection of the men's feet should take place whenever practicable.

Duties after a march

**1875.** When troops are billeted, the officer who draws the billets is to arrange that the men of each section or company, &c., are kept together, and that their officers are quartered as near to them as possible. An alarm post or place of assembly for each unit will be selected and made known to the troops daily before they break off. The billeting parties, which proceed in advance of the unit on the march, should not be billeted with the main body on the last night of the march, but should, after drawing billets for the unit for that night, go on to their destination.

Billeting arrangements.

When mounted corps proceed by march route, the whole of the dismounted party should be sent by rail in one body direct to the final destination with the exception of the officers' body servants, who, if they cannot be mounted on the march, may proceed by rail day by day from one halting place to another. This does not refer to advanced parties necessarily sent forward previously to take over barracks, &c. Billeting parties sent in advance of the main marching body for the purpose of drawing billets should be mounted, and proceed by march route. In order to afford timely notice to inn-keepers and others concerned of the probable requirements of billets by mounted troops, commanding officers should (except for parties of small size), on receipt of route, at once inform the billeting-master of each town at which the troops are to halt, of the date and strength of the party likely to be billeted therein, stating at the same time that such preliminary notice involves no liability for compensation if the billets are afterwards not required.

**1876.** When a medical officer is temporarily attached to a mounted unit for duty on the line of march, the commanding officer is to provide him with a troop horse. A billet is to be drawn for him as in the case of regimental officers.

Medical officer.

**1877.** The exemption of troops under Section 143 of the Army Act, from the payment of tolls applies only to tolls established by Act of Parliament, and does not exempt troops from fees charged by private owners for permission to pass over their bridges or lands. Whether a toll is authorized by Parliament can be ascertained by referring to the notice at the gate.

Statutory exemption from tolls.

#### Movement of Troops by Railway.

**1878.** Officers in command of troops moving by railway are responsible that the regulations of the railway companies are complied with by the troops, and they are not to interfere with the prescribed running of trains or the general working of the railway service.

Officers not to interfere with traffic.

(G.R.)

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Accommodation of carriages and trucks.

1379. The compartments of railway carriages intended for 10 ordinary passengers are, as a rule, allotted to eight soldiers with their arms, accoutrements and kits. Horse boxes (generally used for three chargers) can carry three horses in each box. Cattle trucks usually employed for the conveyance of troop horses hold from six to nine horses according to size. A carriage truck will usually take a gun and limber, or one four wheeled military wagon, or two two-wheeled carts.

Entraining arrangements made beforehand.

1380. When the number of troops to proceed is considerable, the necessary arrangements as to the entrainment should be made beforehand, if possible on the previous day, and these arrangements will include hour of arrival, road of approach, the place or places of entrainment, working parties required, &c. If necessary, an advanced party may be sent to the railway station on the day of entrainment to allot the carriages and trucks to the various sub-units and to make further detailed arrangements.

Time taken in entraining.

1381. The time previous to the hour for the departure of their train, at which troops should arrive at the station, is dependent on the period requisite for entrainment, which, though partly influenced by the nature of the rolling stock, is mainly determined by the platform accommodation. The maximum time required in ordinary circumstances for entraining a half battalion of infantry with its proportion of regimental transport, may be taken at 40 minutes, and for a squadron of cavalry or a half battery of artillery 40 to 60 minutes. These times are those of units at war strength and moving complete, but units moving at peace strength and under peace conditions need considerably less time.

Movement of families and light baggage to station.

1382. In the case of units on home service the women and children (with any light baggage accompanying them) and an adequate loading party should arrive at the station in sufficient time to enable the families and baggage to be entrained before the arrival of the troops. The officer commanding will, if necessary, request the Army Service Corps for the transport to and from the station and will in each case be held responsible for quoting the correct weight of baggage to be conveyed.

Arrival of main body of troops.

1383. The approach of the troops to the station should be reported to the superintendent staff officer, or in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival in the station, arrange the troops for entrainment, and tell off the necessary parties for entraining orders, guns, &c.

Entraining of horses, guns, and wagons.

1384. The entrainment of horses, guns, and wagons will, if possible, be completed simultaneously, and should be completed before the entrainment of the men is commenced.

Entraining of trucks.

1385. Trucks and wagons when equipped for the march are loaded at the station. Wagons on their part, must be packed compactly in the trucks, but not so as to prevent the wagons being properly unloaded from the side of the trucks.

Entraining of guns and limbers.

1386. In the case of guns and wagons equipped for the march the accompanying troops to the ammunition part of the wagon should accompany them, and be used only for their gear, for the transport of their food (when carried), and for the kits and accoutrements of the crew.

Entraining of vehicles, trucks, and limbers.

1387. In the case of trucks and vehicles, trucks loading from a single position should be used. When it is the case of several trucks loading from different positions, the trucks should be arranged in a line, and the troops should be ordered in a few minutes. These trucks, however, are not so convenient when there are no trucks available.

facilities for "end loading," and should in such cases be avoided. Trucks having sides letting down come next in point of convenience; and, lastly, low-sided trucks. These are to be found on most railways, but the loading on them requires more manual labour than on other trucks, as it is necessary to lift the carriage over the side by hand labour.

1888. Carriages must, when loaded from a dock, be run on to the truck unlimbered. The wheels should be well secured with ropes or scotch wedges, the latter being generally procurable at railway stations. Method of securing.

1889. Most of the trucks above mentioned will conveniently take a general service wagon, or a gun or ammunition wagon with limber. These latter are to be placed with the trail, perch, or shafts resting on the floor, the shafts pointing inwards. Method of loading.

1890. The load on a pontoon wagon will usually project several feet beyond one end of the truck it rests on, in which case it will be necessary to place an intermediate truck between each pair of trucks carrying pontoon wagons, which should be loaded back to back so that their load may project over the intermediate trucks. Pontoon wagons.

1891. There are some trucks on which more than a general service wagon or gun and limber may be placed, reference being always had to the weight which the truck is calculated to bear; on these trucks the heaviest loads should be placed nearest the ends of the trucks. Exceptionally large trucks.

1892. The floors of trucks for horses should be at least 1½ inches thick, and should be carefully inspected for soundness; this inspection will, if practicable, be carried out on the previous day. The floors may be sprinkled with sand to prevent the horses slipping, but not with straw for fear of sparks from the engine. Inspection of trucks.

1893. On reaching the station the mounted men will be told off into sections corresponding to the capacity of the trucks, a non-commissioned officer or experienced soldier being in charge of each to superintend the entrainment. It is to be remembered that the more tightly the horses are packed the more safely will they travel. Men with horses to be told off into sections.

1894. Horses should usually be entrained with saddlery and harness on, except when the journey will occupy more than six hours, in which case the harness and saddlery will be removed from the horses after arrival at the station and loaded into covered goods trucks. Horses with saddlery and harness on.

1895. The loading of the horse trucks will, as far as possible, commence simultaneously. The right-hand horse will be led in first and placed on the right, then the left-hand horse of the section will be led in and placed at the opposite end of the truck, and so on, the horses being led in file as quickly as possible after each other. As timid horses follow most readily when the man leading them does not back back, soldiers should be cautioned to lead on straight in front of the horse without turning the head. If necessary a quiet horse may be led in first, out of its proper order. Restive horses may be backed in or dragged in by means of a surcingle or broad strap placed round the hind quarters. Entraining horses.

1896. As horses are often frightened by passing trains, the entrainment should, if possible, be so arranged that the horses' heads face away from the other lines of rail. This also facilitates the horses being led straight out of the trucks on arrival at destination. Direction of horses' heads.

1897. The horses will be secured to the side of the truck by the head ropes, either to rings placed for the purpose, or to the bars of the trucks. Securing horses.

Special  
trains.

1326. Railway companies are willing as a rule to provide, without extra charge, special trains for parties of 150 men and upwards, and even for less numbers on long distances if ordinary trains are not convenient.

Blankets or  
rugs for sea  
journeys.

1329. When troops proceed by sea journey in connection with home movements a part-worn blanket or rug may, when considered necessary, be issued to each soldier, as also to each soldier's wife and child on the married roll. The articles will, as a rule, be drawn from the barrack stores at the station from which the troops proceed, and on arrival at destination be handed over to the officer in charge of barracks there. Where more convenient, however, the articles may be drawn at the port of embarkation if there are barrack stores, and returned, if practicable, into store at ports of disembarkation. The officer or non-commissioned officer in charge of the party will be responsible for the safe return of the blankets or rugs.

It should be  
sent to  
supply  
officers.

1330. On receiving the order to move, the officer commanding any body of troops will forward notices (on A. F. F. 748, to the officers in charge of supplies both of the district to which the troops are proceeding, and of that which they are leaving, any subsequent alteration in the date of movement being immediately notified.

Duty state  
for G. O. C.  
of new  
district.

1331. When a unit is placed under orders to proceed from one district to another in the United Kingdom, the commanding officer will transmit a duty state of his corps to the general officer commanding the district to which it is proceeding.

When ordered to proceed by march route, the commanding officer will carry out the instructions as to recruiting on the line of march laid down in the "Recruiting Regulations."

Command of  
armed  
parties.

1332. No armed party consisting of 20 men or more is to proceed on any duty unaccompanied by an officer. Mounted detachments of 50 men or upwards proceeding by march route are to be attended by a detachment of qualified shooting Smiths.

Medical  
officers,  
when  
necessary.

1333. As a rule it is only necessary for a medical officer to accompany units or detachments of 200 or upwards when proceeding by march route. In circumstances of a special nature, the general officer commanding, in consultation with the principal medical officer, will decide whether the presence of a medical officer is necessary.

Detached  
parties to be  
provided  
with money.

1334. Commanding officers will ensure that parties or individual soldiers, detached on any service, are provided with money in cases where it will be necessary for them to pay charges for lodgings, subsistence (including food or fuel, or sea journeys for themselves or for any persons under their escort, and non-commissioned officers and sergeants as well as soldiers travelling singly) will be held responsible for payment before leaving if debt is incurred by the Army Act. If through lack of money or any other cause bills are not paid for, the fact should be reported immediately on return to the station, with a view to the matter being promptly settled.

Provision  
in London.

1335. Individual soldiers, escorts, and parties likely to be detained in London (except those belonging to the Household Troops) will be directed to report themselves to the Garrison Sergeant Major at St. George's Barracks. The Metropolitan Railway may be used by escorts and parties proceeding through London under escort.

Officers  
and non-  
commissioned  
officers  
detached.

1336. Officers and warrant officers proceeding with a troop for temporary duty to a military station where they are likely to be detained for more than seven days (exclusive of the days of arrival and departure) will, on arrival, be attached to troops and provided with quarters, or placed on the lodging list. Non-commissioned officers and men on arrival at a military station on temporary duty are to be attached to the troops for quarters and ration.

**1837.** Parties or details proceeding on temporary duty to places at which troops are not quartered and at which there is no barrack accommodation will usually be accommodated in billets when not encamped. Officers, warrant officers, and non-commissioned officers above Class 19 when moving without troops need not be billeted. Billeting when no barracks available.

**1838.** Detailed instructions regarding travelling allowance, travelling expenses, and conveyance by rail and sea in the United Kingdom will be found in the "Allowance Regulations." Reference to Allowance Regulations.

### Routes.

**1839.** Movements of troops, individual soldiers, re-employed pensioners, and horses are executed under the authority of routes, and, as a rule, no soldier or horse is to be moved before the requisite route has been obtained. Routes are not required for the journeys of officers or warrant officers travelling without troops. Routes generally necessary.

**1840.** If it is necessary to remove sick or lame horses from one station to another by rail when the corps to which they belong is moving by march route, the application for a route for the service is to be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by march route. A report on A. F.—F 717 of each horse or each batch of horses thus sent by rail will subsequently be transmitted to the War Office. Movement of sick horses.  
Report to be made.

**1841.** A route, in addition to being the authority for the actual movement, is a voucher for the recovery of miscellaneous charges entailed by the journey, including travelling allowances, and its production in the case of railway and steamship journeys may be necessary to secure military rates of conveyance, while, when billets are required, it is the authority to the police to provide them. Use of Routes.

**1842.** If troops proceed from, or to, two or more stations or places in the same train or trains for any portion of the journey, the face of each route will bear a reference in red ink to the other route or routes when the numbers proceeding together are more than 125, if in England, or more than 30, if in Ireland. Cross references.

**1843.** Every route should detail how the movement which it orders is to be effected, and where railway or steamship conveyance is involved, the actual route to be taken should be clearly indicated. When horses are moved by rail, the nature of conveyance, whether by horse-box or cattle truck, should be stated on the route. Filling in Routes.

**1844.** Duplicates or copies of routes are not to be furnished when the originals have been lost or mislaid, but on application being made with a view to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route. Vouchers for lost Routes.

**1845.** Routes are of five descriptions :-

- (i.) General (or head-quarters) route.
- (ii.) District route.
- (iii.) Regimental route (not available for billeting).
- (iv.) Deserter's route.
- (v.) Recruiting service route.

Descriptions of routes.

**1846.** General (or head-quarters) routes will be issued in the following cases, irrespectively of numbers : General routes when issued.

- (i.) For units of the regular forces moving from one district to another in Great Britain, and between that country and Ireland and the Channel Islands.
- (ii.) For troops or individuals proceeding on service abroad



## Procedure.

1425. After the route by which the baggage is to be moved and the terms of conveyance have been arranged by the Army Service Corps, as laid down in the "Regulations for Supply, Transport, and Barrack Services," the officer commanding the unit moving will be duly informed thereof.

1426. The officer commanding the unit moving will make all arrangements for the move of the baggage, merely being relieved from arranging the route, or the terms of conveyance, and the final settlement of the account for the authorized quantity of baggage.

1427. The Army Service Corps officer will receive from the officer commanding the unit moving, A. F. P. 1905, which, after checking it with the "Allowance Regulations" and satisfying himself as to its correctness, he will forward to the district or station paymaster for adjustment.

## Excess baggage.

1428. Should the quantity of baggage moved from station to station be in excess of the regulated allowance, the consigning Army Service Corps officer will prepare debit vouchers (A. F. O. 1680) for the total amount of the excess to be paid for by the unit moved, and forward them, with A. F. P. 1905, to the paymaster for adjustment.

## Record to be kept of amount admissible.

1429. In order that a complete record of expenditure under "Routes" may be filed, the officer commanding the unit moving will, before forwarding his route with his pay list, insert as a note upon the third page the total amount admissible as a charge against the public, as passed by the Army Service Corps officer.

## Fatigue parties.

1430. When baggage arrives at, or is despatched from, a station, fatigue parties from the unit, or on the application of the commanding officer from the garrison, will be provided to assist the railway officials in loading or unloading the trucks.

## Loading and unloading wagons.

The drivers of the Army Service Corps are to have nothing to do with loading and unloading the wagons, but the whole of the labour required is to be furnished by the troops. Commanding officers will, therefore, detail fatigue parties for this work as occasion requires, and departmental officers will make arrangements to provide for this duty as far as the department is concerned. The method of packing and the size and weight of the articles to be carried on each wagon and pack animal will be decided by the officer in charge of the transport, and the loading will be performed under his technical supervision.

## Individual officers.

1431. Individual officers and warrant officers moving at home without troops will make their own arrangements for the conveyance of their baggage. In cases where officers and warrant officers move in junctions entailing them to the conveyance of baggage at the public expense, A. F. P. 1901 (Baggage Conveyance) Note will be supplied to them by their commanding officers to enable them to obtain the reduced rates of charges specified in the Allowance Regulations for baggage conveyed at the public expense. The form, which can be used, if necessary, as a statement on to the railway company to receive the baggage, should be correctly filled up to all respects. The total charges on the baggage conveyment note will be paid by officers and warrant officers, but only the portion of the charges for the regulated weight being carried on the travelling bag, A. F. P. 1901, and the receipt for the total portion of A. F. P. 1904 being attached in support of the charge.

## Baggage at stations stored.

1432. At stations where baggage is stored, it should be taken to the Army Service Corps for the conveyance of all baggage unless otherwise directed by the regulations.

## Reference to Allowance Regulations.

1433. The rules as to the amount of baggage and regimental stores conveyed at the public expense, and further detailed



instructions on the subject of baggage generally, are contained in the "Allowance Regulations."

#### Conveyance of War Department Stores.

**1434.** The Army Service Corps will arrange for the conveyance of all War Department stores, except baggage moving with individuals, and such small services by road, rail, or parcel post as are necessarily transacted direct by units. Detailed instructions regarding the conveyance of stores to and from the Royal Army Clothing Department, Pimlico, will be found in the "Clothing Regulations."

Arranged generally by A.S.C.

**1435.** The fullest possible use should be made of all government transport in possession of corps for transport purposes, and commanding officers must fully understand their responsibility in the matter. Army Service Corps officers should utilise any existing government transport (whether in possession of Army Service Corps or other corps), and hired transport should never be employed when the service can be carried out by existing establishments.

Full use of Government transport.

**1436.** Requisitions, returns, and routine correspondence relating to transport will be sent direct to officers in charge of transport, who, when unable to deal with demands which are not covered by regulation, will refer to the general officer commanding for instructions. At stations where there is no officer in charge of transport, minor and urgent services may be carried out by the commanding or other responsible officer, but all the documents will be forwarded to the officer in charge of transport of the sub-district.

Procedure.

**1437.** Application for the transport of stores will be forwarded with a covering memorandum to the Army Service Corps officer in charge of transport of the consignor's (sender's) sub-district (except as provided in paragraph 1434) prepared on the following forms:—

Forms of application for conveyance of stores.

- (i.) A. F. F 736 for local services to be performed whether by government transport or contract.
- (ii.) A. F.—G 940 (Carrier's Note) for ordinary stores to be sent away from consignor's station.
- (iii.) A. F.—G 996 (Carrier's Note) for explosive stores.
- (iv.) The railway company's form of consignment note for inflammable stores and those conveyed at owner's risk rates by railways in Great Britain. A supply of this form can be obtained from local goods managers.

**1438.** In preparing carriers' notes the consignor should fill in all particulars (except the space in the top left hand corner, "To—", and the space set apart for the transport officer's signature), showing the actual weight of the stores to be despatched. When there are no means of weighing the stores in barracks, &c., the approximate weight should be given in pencil, and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's station to witness the weighing, and insert particulars on carrier's note prior to despatch the weight being reported to the transport officer. The general nature and description of the contents and the weight of each package, or group of packages (where there are more than one containing the same description of stores), should invariably be inserted, and not only the gross weight of the whole consignment. "Returned empties" should be so described.

Preparation of carriers' notes.

Estimating weight of stores.

**1439.** Long or very bulky articles should be specially brought to the notice of the transport officer when demanding transport.

Long or bulky stores.

**1440.** Five days' clear notice should, when possible, be given regarding explosives, as 48 hours' notice has to be given to the railway company by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them.

Explosives, 48 hours' notice.

Transport to be limited to require such a

Cheapest conveyance to be used

Passenger trains.

Urgent stores

Arrange note to mode for conveyance

Receipts to be obtained

Advice notes immediate posting

Stores lost or damaged in transit

Duplicate carrier's notes

Woolwich, Woolwich Barracks, Birmingham Arsenal, arrange means

1441. In providing transport, the Army Service Corps officer in charge will take care that no more is engaged than is absolutely necessary, and will see that it is discharged when no longer required.

1442. Care should be taken that the cheapest mode of conveyance is used, sea and canal transport being resorted to, when more economical than rail, as far as circumstances admit.

1443. Conveyance by passenger train is only to be resorted to in exceptional cases, or when that mode of conveyance is cheaper than goods train or parcels post for small parcels and small consignments of safety cartridges for which there is no minimum by passenger train.

1444. Before sending consignments of urgent stores by rail direct, care should be taken to ascertain whether they cannot be sent by steamer as quickly as by rail.

1445. The transport officer having determined the mode of conveyance will complete or alter the carrier's note as may be necessary, and, according to circumstances, will forward it to the carrier for collection, or to the representative of a company to collect it, or return it to the consignor with instructions how to collect it. Collection and delivery should be done by government transport when a saving can be effected thereby, except that small consignments under one cwt. should be collected or delivered by the railway or shipping company, within their usual limits for collection and delivery.

1446. Consignors will in all cases obtain a receipt for all stores handed over to carriers direct, and Army Service Corps or other government transport must likewise obtain a receipt for stores handed over to railway or shipping companies for conveyance.

1447. In all cases advice notes should be posted by transport officers or by consignors where there is no transport officer, immediately stores are despatched, to the transport officer at the consignee's (receiver's) station when there is a transport officer there, and to the consignee direct if there is no transport representative there. Transport officers and consignees should comply strictly with the instructions on the advice notes passed to them.

1448. If any of the goods are lost or damaged, the value or cost of repairs should be recovered locally. When stores are lost, or damaged beyond repair, their weight should be deducted from the carrier's note and the advice note.

1449. Duplicate carrier's notes when required should be supplied by consignors or certificates from the carrier that the originals have been lost, and that "no other charge has been or will be made on account of this service." Such copies are to bear the word "Duplicate" in red ink, in a conspicuous position, before issue to the carrier. Reference should be made before issue to the transport officer who pays the bill.

1450. At Woolwich, the deputy assistant adjutant general for transport Royal Arsenal, will arrange for the conveyance of all stores issued from the Royal Arsenal, Royal Dockyard, Herbert Hospital, Woolwich and Portfleet.

The officer who has special knowledge of freight contracts and other economical modes of transport, will act directly under the quartermaster general. Appointments must in all cases be made to the deputy assistant adjutant general for transport before stores are despatched from depots for Woolwich or Portfleet.

He will correspond with general officers commanding districts, and others, upon matters connected with his special duties. But he will not issue orders of any kind to them except in the transmission of orders concerning, or in connection with, the personnel of the

War Department fleet, and moves of vessels belonging to the Woolwich Establishment.

All arrangements for the conveyance of stores in the under-mentioned instances will be made as follows, instead of through the Army Service Corps transport officer of the consignor's sub-district:—

(i.) Through "Transport Officer, Weedon," for all stores to and from the Ordnance Depot, Weedon.

(ii.) Through "Transport Officer, Sparkbrook, Birmingham," for all stores to and from the Royal Small Arms Factory, Birmingham; and the Royal Small Arms Factory, Enfield Lock.

**1451.** Before returning stores "not urgent" direct to the places mentioned in paragraph 1450, an application, accompanied by A. F.—G 980 showing the correct description and weight of the stores, will be made to the transport officers mentioned for instructions as to means of conveyance. The instructions received will, if necessary, be passed by the consignor to the local transport officer concerned. "Not urgent" stores for stations in paragraph 1450.

**1452.** Consignments of "urgent" stores of 1 cwt. and under, specially ordered by the War Office to be returned direct to the places mentioned in paragraph 1450, should be despatched by the most expeditious ordinary mode of transport (not by passenger train unless that mode is cheapest) without previous reference to the transport officers at those places. At stations, however, where government transport is available, application should be made to the local officer in charge of transport for the conveyance of the stores to the railway or shipping company's wharf. Instructions as to the mode of transport of consignments of "urgent" stores of over 1 cwt. should be obtained by telegraph from "Transport Royal Arsenal," "Transport, Weedon," or "Transport, Sparkbrook, Birmingham," as the case may be. "Urgent" stores for stations mentioned in paragraph 1450.

**1453.** Vehicles, gun carriages, &c., should be dismantled as far as possible to reduce their cubic measurement before being shipped or sent by rail to ports for shipment. Vehicles, gun carriages, &c.

**1454.** In cases in which large quantities or exceptionally heavy consignments of stores or clothing are required at out stations, the actual place to which they are to be sent should be distinctly stated in demands and hasteners, so that they may be sent direct if it is more economical to do so. Head-quarter station demanding stores for out-stations.

**1455.** In putting forward demands for stationery, Army Forms, and books, for all large stations, officers commanding and heads of departments should state upon their demands that their packages are to be addressed to the ordnance officer at their station in transit, as shown below:— Address for packages of stationery, &c.

Ordnance Officer,  
Aldershot, in transit  
(for O.C. — B<sup>a</sup> — Reg<sup>t</sup>).

This procedure is to be adopted provided there is no local objection thereto, which can be ascertained on application to the general officer commanding.

**1456.** Detailed instructions as regards the duties of the Army Service Corps and of the Army Ordnance Department in connection with the conveyance of stores will be found in their respective books of regulation. Instructions as to the rates permissible for the conveyance of stores and as to the mode of payment are given in the "Allowance Regulations." Reference to other regulations.

**MOVEMENTS OF TROOPS, BAGGAGE, STORES, &c., TO OR FROM STATIONS ABROAD.**

**Preliminary Arrangements.**

**Q.M.G.  
Arranges**

**Staff  
Officer in  
Charge**

**Period of  
Arrival  
Abroad.**

1457. Arrangements for the movement, embarkation, and disembarkation of troops are made by the quartermaster-general.

Embarkations and disembarkations will take place under the superintendence of the general officer commanding at the station, who will detail an officer, described in this section as the "staff officer in charge," to represent him at the port. The periods of the year during which it is desirable that troops from the United Kingdom should reach the various stations abroad are stated in the following table, and include the whole of any month specified.

Bermuda	....	....	....	} October to March.
Ceylon	....	....	....	
China	....	....	....	
India	....	....	....	
Mediterranean	....	....	....	
Straits Settlements	....	....	....	} May to August.
Mauritius	....	....	....	
North America	....	....	....	Spring or autumn.
South Africa and St. Helena	....	....	....	Any season.
West Coast of Africa	....	....	....	} December to February.
West Indies	....	....	....	

**Troops for  
Shipped.**

**Publication  
of regula-  
tions.**

**Preliminary  
Inspections.**

1458. When troops are to proceed to a station abroad, instructions for their selection, preparation, and equipment will be issued from the War Office.

1459. In order to draw the attention of officers and soldiers and their families to the various orders with which it is necessary that they should be acquainted before embarkation, suitable extracts from these regulations are to be published in regimental orders.

1460. The general officer commanding will make an inspection of the troops, to ascertain their general efficiency and the state of their equipment. As near the date of embarkation as practicable the troops will be inspected by the senior medical officer of the station, and only such officers and men as are fit to serve in the climate for which they are destined are to be selected for embarkation. At these inspections, the medical history sheet of each soldier should be available for reference, so that his antecedents may be considered, before deciding as to his fitness. In the case of drafts, a certificate of the fitness of each man is to accompany the other documents.

**Medical  
Inspection**

1461. Every soldier, woman, and child will be examined by a medical officer on the day of departure from their station, or on the previous day, and every individual who shows symptoms of contagious or infectious disease is to be detained. Patients who, in the opinion of the medical officer, are likely to recover during the voyage, should not be prevented from embarking, except for active service. A nominal return of men so embarked will be drawn up and signed by the medical officer, and handed to the staff officer in charge of the troops on board. All soldiers' families should be under medical observation for some weeks before embarkation. Every woman, and every child above three months old, must be vaccinated before proceeding to embark, unless bearing marks of previous vaccination.

**Soldiers  
Passages.**

1462. Applications for passages for soldiers must state whether they are married, and if so, whether on the married roll, and whether their wives will accompany them, and give the ages and sexes of children to be embarked.

**1463.** A return of the numbers (on A. F.—B 144) will be sent to the War Office as soon as possible after the troops have been placed under orders. Special care should be taken that an amended return on the same form is immediately rendered when any alteration in numbers occurs. In preparing this return, the part of it relating to officers' families must be carefully completed, and the necessary information obtained from officers absent from the station. When a draft is prepared by the home (or provisional) battalion, the commanding officer will obtain from the regimental district particulars of any women awaiting passage to join their husbands, so that they may be included in the return, and timely orders to hold themselves in readiness and for actual embarkation sent to them by the home battalion.

Returns required before embarkation.

**1464.** In the case of drafts or individual soldiers or civil subordinates a return, in duplicate, on A. F.—B 143, is to be taken without fail to the port, and handed to the staff officer in charge. After verifying these returns, the staff officer will hand one copy to the officer commanding the troops on board, and retain the other.

Returns for staff officer in charge.

**1465.** Officers to proceed on duty with drafts will receive orders from the officer commanding the unit preparing the draft, to join it at the station where it is being prepared. Individual officers entitled to proceed at the public expense, without troops, will receive orders from the War Office.

Embarkation orders to individual officers.

**1465A.** The usual period of service abroad, except in India, for all officers and soldiers, other than those serving on the staff, or forming part of and moved with units, will be approximately as follows:—

Terms of service abroad.

- (a). In Canada, Cyprus, Gibraltar, Malta, South Africa and Egypt, five years.
- (b). In the West Indies, Bermuda, Ceylon, Hong Kong, Wei-hai-Wei, Mauritius, St. Helena, and Straits Settlements, three years.
- (c). On the West Coast of Africa, for officers and soldiers serving with the Imperial Forces, one year.
- (d). Royal Engineers doing duty at Port Royal and the Harbour Forts, two years.
- (e). Army Service Corps bakers, at all stations except the West Coast of Africa, three years.

**1466.** No officer proceeding at the public expense to or from a station abroad is to engage a passage without special authority.

Not to engage passages. Detention of officers at a port.

**1467.** When an officer is detained at a port which is a military station beyond the day on which he may be ordered to arrive for embarkation, he will at once report himself to the officer in command, who will attach him to the troops until he is required to embark, and will notify his having done so, through the general officer commanding, to the War Office.

**1468.** All officers travelling without troops, whether at the public expense or not, are to report direct to the War Office the place of embarkation, the name of the vessel in which they take their passages, the port to which they are proceeding, and the date on which the vessel sails. In the case of officers proceeding partly overland, the date on which the vessel sails from the port abroad at which they embark will be given. Medical officers are to send a separate report to the principal medical officer of the district to which they belonged.

Officers to report to War Office.

**1469.** Officers proceeding abroad for duty will take, for presentation to the staff officer in charge, a copy of the orders under which they leave the United Kingdom.

Copy of orders.



Dock or pier  
dues, &c.

1470. Officers and soldiers embarking or disembarking on duty are exempt from dues, and the baggage of officers and soldiers travelling on duty is, under the provisions of the Army Act, exempt from dock tolls or duties. Officers and soldiers at home embarking for stations abroad will take with them to the docks the order showing that they are travelling on duty, and those coming from stations abroad should be furnished with a copy of the local orders under which they travel. Exemption from tolls should be claimed either by those so travelling, or by their shipping agents, the orders being produced to the dock officials if required. In cases, however, where a dock company's servants are called upon to perform any labour, either in warehousing or shipping, charges for such services may be made. The ordinary charge to cover the expense of examination of the baggage at the custom-house will also be made.

Dogs

1471. Not more than eight dogs will be carried in any transport, and for these applications must reach the War Office not less than seven days before the date fixed for the departure of the ship. The selection will be made according to the owners' seniority. The dogs must be confined to the upper deck in the places provided for them. In freight ships and private steamers owners must make their own arrangements.

Cabins  
furnished

1472. Cabins are provided with all necessary furniture, bed linen, and towels.

Jackets,  
cape games  
and books

1473. On board transports and freight ships, if the number warrant it, pea jackets, an iron wester hat for the use of sentries, and games for the use of the troops, will be under charge of the master, who will issue them on demand of the commanding officer to be by him returned on disembarkation, any deficiencies being accounted for as in the case of other stores (see paragraph 1641). A library for the use of the troops will be supplied through the Army Ordnance Department and accounted for in the manner laid down in paragraph 1644, as will also the box containing three copies of each of the prayer books of various denominations issued to transports only.

Transport  
Regulations.

1474. "Regulations for Her Majesty's Transport Service," containing details regarding the messing and cabin accommodation of officers, and the berthing and victualling of troops, are placed by the Admiralty on board the ships to which they are applicable. The officer commanding is authorized to apply to the master for a perusal of these regulations, and of the form of charter party whenever necessary.

Allotment  
of cabins.

1475. The naval authorities select the cabins for government passengers, and prescribe the number who may be accommodated in each. The following are the rules in regard to the appropriation of berths to individuals which will be carried out by the staff officer in charge.

(1) General officers (unless returning home on promotion to that rank), and officers of corresponding rank, and the officer commanding the troops, are alone entitled to separate cabin accommodation.

When the vessel is on naval service, the commanding officer is not entitled to a separate cabin when he is under the rank of a field officer, or when the troops on board number less than 100 men.

(a) The commanding officer of troops is to occupy a special cabin, and is not to exchange it for any other, or give up any of his accommodation except to members of his family.

(b) In transports to which a chaplain is appointed for the voyage he will occupy a special cabin.

(c) The appropriation of all other cabins is to be made according to seniority of army rank or of rank corresponding thereto.

(v.) At an intermediate port the appropriation may be altered so as to give proper accommodation, with reference to army rank, to officers embarking there; but officers already on board should be put to as little inconvenience as possible.

1476. Messing-certificates will be signed by each officer, according to the form contained in the Appendix of the "Regulations for Her Majesty's Transport Service," or upon the requisition for his passage, A. F.—B 2083. This certificate will be retained by the master to support his claim on the Admiralty. Messing-certificates of officers.

1477. On receiving an intimation that a hired vessel is to sail from a port in the district under his command, and that the first embarkation of troops will take place at that port, the general officer commanding will be responsible that the necessary stores, as laid down in the "Regulations for Army Medical Services" and in the "Equipment Regulations," are placed on board before the troops embark. Stores to be on board hired vessels.

1478. Arm-racks or stacks will be fitted by the naval authorities, according to the stowage capabilities of the ship. Arm racks.

1479. On transports for India, a supply of Lee-Metford rifles, with belts and ball ammunition, is placed on board by the Army Ordnance Department for the whole season; on other transports and on freight ships a supply of arms, &c., according to the nature of the service, is placed on board under arrangements laid down in the "Equipment Regulations." The arms are to be used by sentries, and for drill, &c. They will be in charge of the acting quartermaster-serjeant, who will be responsible for their care and for their speedy issue in case of necessity. He is to be given the assistance of such of the troop deck serjeants and of such men detailed from the troops as the officer commanding may consider advisable. Emergency arms, &c.

1480. All ammunition, public or private, brought on board is to be delivered into the charge of an officer of the ship on the deck where it is first placed, none being allowed in the cabins or amongst the baggage. Any ammunition in the pouches is to be collected before the men go below. When there is not a magazine, the ammunition must be placed under proper charge in some part of the ship affording freedom from risk. For the shipment of private ammunition special permission must be obtained from the War Office. Custody of ammunition.

1481. In the commanding officer's cabin of every transport is placed a safe, in which money and valuables belonging to military passengers may be deposited. On embarkation, the master will hand the keys in a sealed envelope to the commanding officer, who will have the safe entirely under his control and charge. The keys will be returned to the master on disembarkation in a similar manner. When a round of services is performed by the same transport, each commanding officer will, on disembarkation, put the keys in a sealed envelope personally addressed to the master, the next commanding officer receiving them from the latter. On board freight ships the shipowners usually make arrangements to receive money and valuables for custody. Safe.

1482. A stationery cabinet or drawer in the commanding officer's cabin will be set apart for returns and documents relating to the troops, and will be marked accordingly, and furnished with a lock and key. Custody of documents.

#### Inspection and Fitting of Hired Ships.

1483. A transport is a ship wholly engaged for the Government service. A troop freight-ship is a ship in which conveyance is engaged for troops, but which is not wholly at the disposal of the Government. Definitions.

Inspection  
and board

1484. When a ship is engaged for the conveyance of troops to or from a station abroad or inter colonially, an inspection of the fittings and arrangements for the accommodation and victualing of the men will be made prior to the embarkation, by a board consisting of one or more naval officers, the staff officer in charge, and an officer not below the rank of captain. The senior medical officer at the station is to accompany the board to give his opinion on sanitary points. The medical officer who is to proceed in charge should, if practicable, be present also. When troop horses are to be embarked, a veterinary officer will accompany the board.

Place of  
inspection.

1485. This inspection will be held, as a rule, where the first embarkation takes place. At any subsequent port the ship is not to be subjected to further inspection, it will, however, be visited on behalf of the military officer commanding at the port, to ascertain whether any cause of complaint exists.

Report of  
board

1486. A report of the inspection on the prescribed Admiralty Form is to be made out in duplicate. One copy is to be sent to the Director of Transports, Admiralty, and the other to the general officer commanding for any necessary action, and for transmission to the War Office.

Final  
inspection.

1487. A final inspection will be held as soon as the embarkation is complete and the ship ready for sea, its object being to ascertain whether the arrangements for berthing troops, stowing baggage, &c, have been carried out. This inspection will take place at the last port of embarkation, when there is more than one. Ships passing between stations abroad in carrying out a series of reliefs are to undergo this inspection on each occasion of a change of troops.

Composition  
and report  
of board

1488. The board of final inspection will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior naval officer at the port), a staff or field officer, and a captain not proceeding with the troops. The officer in command of the troops embarked will accompany them. A military medical officer not proceeding with the troops is to attend to give a medical opinion, and a veterinary officer when troop horses are carried. The report of the board is to be made out and dealt with like the first report (see paragraph 1486).

Time  
of inspection.

1489. Orders will be issued for the troops, except those on duty, to be seated at their mess tables before the inspection commences, and to remain so seated until its completion. Officers in charge of companies, &c, and drafts are to be present, and are to read to their men the orders for fire and last station copies of which are to be hung up on each troop deck, and report that they have done so to the board on its arrival at the messes. Women and children must be seated at their messes. Silence is to be enforced.

## Superintendence and Reports of Embarkation.

Position of  
officers commanding  
at ports of embarkation

1490. The general officer commanding at the station is to see that due preparation is made for the comfort of the troops. The troops will remain under his orders until the ship clears the port, and in the event of their being detained at the port, he will either visit them himself, or order a staff officer to visit the ship, daily.

General  
instructions

1491. At all embarkations, visitors are to be excluded from the galleys and stores and no one is to be allowed on board, persons on duty excepted until the embarkation is complete. The staff officer in charge will have the necessary returns and documents completed as quickly as possible, and as soon as his duties in connection with the embarkation are finished he will inform the officer representing the Admiralty, or in his absence the master of the ship, in order that there may be no undue delay in leaving harbour.

1492. On the embarkation of troops, in order that proper rations may be issued, the commanding officer is immediately to furnish the master with embarkation returns in duplicate on Admiralty forms which will be handed to him by the master, together with a detailed list of the children, showing their ages. Returns to be furnished to master.

1493. When detachments of various units are to return home, in order that no delay may take place in the arrangements for their disposal, a return in duplicate on A. F.—B 142 of the troops to be embarked is to be forwarded direct to the War Office by the officer commanding at the port of embarkation. This document is to be rendered in addition to the usual embarkation return, and is required both for individual soldiers and for any single member of their families proceeding alone, but not for individual officers embarked without troops. It should arrive in advance of the troops, and when the troops are to be conveyed by mail steamers, the return should be forwarded at the latest by the previous mail. When it is impracticable to forward the return in time to arrive in advance, a copy of it is to be given to the officer or non-commissioned officer in charge, or to the individual officer or soldier embarking, to be handed by him to the staff officer in charge; but this is not to supersede any of the returns on the same form sent to the War Office, which, in the cases mentioned, should bear a note to the effect that a copy has been sent home in the ship, as herein directed. When details are to disembark in the Thames, another copy of the return is to be addressed as follows, in time to be received before the men arrive:—To the Officer Commanding at Gravesend, if passengers land at Tilbury; to the General Officer Commanding at Woolwich, if at the Victoria or Royal Albert Dock; and to the Constable, Tower of London, if at the West India or other docks higher up the river than the Victoria Dock. Detailed return of detachments coming home.

1494. Immediately after any embarkation a return, in duplicate, is to be sent to the War Office, through the general officer commanding, who will himself be supplied with a third copy. A copy is also to be given to the officer commanding the troops on board. For the embarkation of a complete unit, the return on A. F.—B 141, will be prepared beforehand by the officer commanding, and handed to the staff officer in charge. For drafts or individuals, the return will be on A. F.—B 126, and will be compiled by the staff officer in charge from A. F.—B 143. The embarkation return is to include all officers and their families, or other persons not entitled to passage but embarked by authority from headquarters, or under paragraph 1633, and the latter are to be distinguished as such. When a ship conveys detachments for more than one destination, the whole are to be included in one embarkation return, showing separately those for each station, and in the case of Royal Artillery or Royal Engineers the return is to specify the number of men of each unit of the former, or company of the latter. Embarkation returns

1495. Officers in charge of drafts for India are to be furnished with nominal rolls, in duplicate, on A. F.—B 167. These rolls are to be handed to the staff officer in charge, who will be responsible that all changes that may have occurred since the drafts quitted their stations are inserted therein, and that the rolls are then forwarded to the War Office. These nominal rolls must exactly correspond with the numbers shown in the embarkation returns. Rolls of drafts for India.

1496. Officers commanding are to be furnished by the staff officer in charge with the necessary stationery and a supply of all the forms which they are required to fill up during the voyage. The following documents will be given them: Stationery, forms, &c. for use on voyage.



- (i) Seniority list of officers to embark.
- (ii) Statement of troops ordered to embark, and hours of arrival.
- (iii) Instructions for guidance on arrival at Bombay in case of voyages to India.
- (iv) Certificate of inspection of baggage room.
- (v) Blank disembarkation returns, and minor offence reports also stationery, when no unit embarks.
- (vi) Books of instructions for issue to certain officers (commanding officers and officers commanding drafts) proceeding to Bombay, Indian forms for completion during the voyage will also be put on board in a separate parcel, for which a receipt will be necessary.

A copy of the Manual of Military Law and one of the Queen's Regulations are included in the library boxes.

An orderly room clerk and a provost serjeant, and an acting serjeant major when necessary, will be selected from the troops enumerated in ii.

### Embarkations; Shipment of Baggage; Embarkation of Families and Troops.

#### *Shipment of Baggage.*

Measure-  
ment of  
baggage.

1497 The shipment of baggage in excess of the quantities allowed by regulation is forbidden. Commanding officers will cause the whole of the baggage for shipment to be collected in some convenient place, there to be measured beforehand. Baggage is to be packed so as not to exceed 5 cubic feet for each cwt. No article of baggage measuring more than 30 cubic feet or exceeding 6 cwt will be accepted for shipment.

Statement  
of baggage  
for ship-  
ment.

1498. Officers commanding troops will prepare a statement in detail of the baggage to be shipped, and send it by post to the general officer commanding the district in which the port of embarkation is, so as to be received the day before the baggage arrives.

Casks, vases, crates, hampers, carriages, carts, punos, and similar packages are altogether prohibited, as are padlocks, cording, cleats for rope handles, and other projections, which cause loss of stowage.

Name and  
nature of  
contents to  
be painted  
Dangerous  
articles

1499. Each article must have distinctly painted upon it in front the name, rank, and corps of the owner, and on the top the nature of the contents, such as "personal baggage," "band stores."

1500 Explosive or combustible articles are to be excluded from any package. Methylated spirit, lucifer matches, and fuzes are strictly prohibited. Soldiers and their families should be warned before they go on board of the responsibility they will incur if such articles are found upon them or in their possession during the voyage.

Heavy  
baggage.

1501 Heavy baggage should be labelled "Baggage Room." This baggage cannot be obtained during the voyage. For voyages where variations of climate are experienced, changes of clothing for officers and ladies required in addition to the baggage for cabin use, should be packed in separate boxes, labelled "Change of Clothing." These boxes will be stowed in the "Present Use Baggage Room" when there is one, or in the main baggage room near the door.

Change of  
clothing.

Cabin  
baggage.

1502. Each officer or lady will be allowed a few articles of baggage in the cabin. Each article must not exceed 2 feet 6 inches long 2 feet wide, and 1 foot deep, and must be labelled "Cabin."

Wardrobes  
and  
baggage.

1503. Each soldier's wife may have in the women's quarters one box not higher than 14 inches. It should be marked with the husband's name, rank, and regiment, labelled "Women's Quarters."



and taken on board by the owner, and not sent with the heavy baggage.

1504. In addition to the labels mentioned above, a label is to be attached to each box or package belonging to officers not on duty with troops and their families, to women unaccompanied by husbands, and to orphan children of soldiers. These labels, and others bearing the name of the place of destination, are to be affixed to both ends of each article of baggage before it is sent to the ship. They may be obtained from the headquarters of each district or command. General officers should address applications for all labels to the War Office. Labels.

1505. Heavy baggage is, when practicable, to be shipped the day before the troops embark. In the case of a unit, the commanding officer will notify to the staff officer in charge the day and hour at which the baggage may be expected to arrive. A detachment, consisting of a sufficient number of men with a proportion of officers, and including as many officers' servants as can be spared, will be sent to the port of embarkation in time to place the baggage on board. As many married men as practicable should be included if soldiers' families are to embark on the same day as the detachment and baggage. Paragraph 1423 is applicable also to movements to or from, or at stations abroad. Shipment of heavy baggage.  
Baggage party.

1506. The heavy baggage of individuals should be forwarded to the port so as to arrive the day previous to that on which the owners are ordered to embark. A form specifying the nature, size, and number of packages should be posted to the embarking staff officer in time to reach him before the arrival of the baggage. Heavy baggage of individuals.

1507. Baggage for intermediate ports should be stowed separately, that for the furthest point of call being shipped first. Baggage for intermediate ports.

1508. Before the baggage is put on board, the staff officer, or the officer in charge of the baggage party, will inspect the baggage rooms, and having seen that they are *entirely clear*, will sign the following certificate, and deliver it to the master:— Inspection of baggage room.

Ship

18

I hereby certify that I have this day inspected the baggage rooms and that they are *entirely clear*, and ready for the stowage of the baggage of the military passengers about to embark.

{ Signature, rank, regiment,  
or corps.

1509. The staff officer in charge will take care that nothing in excess of regulation is allowed on board, and he will keep a record of baggage embarked by individual officers or others not arriving with troops. Baggage belonging to officers not taking passage in the ship must be specially authorized. He will also prevent articles packed in an insecure or dangerous manner from being put on board. When practicable, the total cubic measurement of the baggage to be embarked is to be verified by the staff officer in charge. Staff officer's responsibility.

1510. The shipment will commence at an hour which will be communicated by the staff officer in charge; one officer and about 40 non-commissioned officers and men of the advance party will parade after arrival and will be divided as necessary by the staff officer. Orders will also be given for a relief party of similar strength to be in readiness at such time as may be required. Arrangement for shipment.

1511. The seamen will sling and unslung the boxes, but the baggage must be put on board and stowed by the troops. A ship's Stowage of baggage.

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officer and a sufficient party of soldiers to be present in the baggage rooms to point out how the baggage is to be stowed. When the stowage is completed, the ship's officer will lock up the baggage rooms, and place the key in the master's cabin.

Certificate  
for excluded  
baggage.

1512. In the event of baggage within the amount allowed by the regulations being excluded from any transport for want of room, the staff officer in charge should obtain a certificate from the master stating that such is the case, and should prepare a statement of the baggage excluded. When individual officers are ordered to embark and their baggage is thus excluded, they should obtain the same certificate. The staff officer in charge should certify, in either case, that no non-regulation baggage has been shipped. These certificates should accompany any order that may be subsequently made for conveyance of the baggage on freight.

Shipping  
excess  
baggage.

1513. When troops embark in a transport, any excess baggage they may wish to send must be forwarded in a separate vessel, under private arrangements, at the expense of its owners. In the case of a freight ship, any excess baggage the troops may send in that vessel must be the subject of a private arrangement with the shipowner. Such baggage will not be recognised by the military authorities; it must be kept separate, and on no account sent to the place of embarkation with the quantity conveyed at the public expense.

Articles  
liable to  
Customs  
duties at  
Bombay.

1514. Customs duties are levied at Bombay on all articles of mess kit (not mess plate, when certified by the commanding officer to have been in use for twelve months, and reported in the same ship in which the unit to which it belongs reached India) mess-stones, and any other articles which may be liable to duty, when imported into India by troops. Commanding officers are to prepare a return, according to a form which will be placed on board before leaving England, of all articles belonging to troops and families which are subject to duty, and are to have it ready by the time the vessel arrives at Bombay. Neglect of this will entail the examination and detention of the goods or baggage at the Custom House. A separate return is to be prepared for individual officers (and families, if any) not attached to troops. A statement of the various detachments, and nominal list of officers, are to be handed with these returns to the customs officer.

#### Embarkation of Families.

Medical  
families.  
Certificates  
of fitness to  
embark.

1515. Ladies proceeding in any vessel conveying troops, will be required to produce a certificate showing that they and their children and servants, if any, are free from infectious diseases, and fit to receive medical aid if necessary. Ladies within three months of confinement are not to embark. A written statement on this point from the lady, or her husband, may be accepted by the medical officer. The medical certificate is to be handed to the staff officer in charge before the ladies pass to their berths.

Families,  
when per-  
mitted to  
embark.

1516. When troops proceed on active service, families will not be embarked, when they embark for ordinary service. Indeed, the number of soldiers' wives accompanying them is to be limited to the proportion allowed by regulations, and no women whose husbands are not on the married roll are in any circumstances to be allowed to proceed.

Separating  
families at  
port.

1517. Soldiers' families proceeding direct from their homes for embarkation to accompany a unit on service abroad are to be instructed by their unit to report themselves to the staff officer in charge by the time at which the other families have been ordered to embark.

**1518.** Soldiers' families proceeding to a port of embarkation without troops should invariably be furnished with full written instructions. Written instructions for families.

**1519.** All soldiers' families are to be examined by a medical officer, and furnished with a health certificate on A. F.—B 155, before being allowed to embark at home or abroad (see paragraph 1461). Women or children arriving at the port of embarkation without such a certificate must be examined and receive one before they go on board. Medical inspection of soldiers' families.

**1520.** The pass on A. F.—B 155 to admit the women and children on board is to be signed by the officer commanding the unit or depot. In all cases the certificates and passes are to be presented to the staff officer in charge. In the case of the embarkation of a complete unit, one certificate for the whole of the families is to be prepared in the form of a list of the names of the women, and the names and ages of children accompanying each, with a medical certificate showing that each woman and child has been examined and found free from infectious disease and medically fit. Soldiers' wives within three months of their confinement are not to be embarked in any vessel, and the husbands of such women, if on the married roll, are to be detained with them. All such cases, as well as those in which soldiers' families are prevented by sickness from embarking, are to be reported at once to the War Office, and no man whose family is detained is to be embarked unless authority has been received from the War Office, if at home, or from the general officer commanding, if abroad; but sickness in a soldier's family does not exempt him from liability for service abroad. Passes to embark.

**1521.** The women and children should, whenever practicable, be sent on board together, and at such an hour as will ensure their being berthed before the arrival of the troops. Married men, when embarking on the same day as their wives and children, should arrive with them. Families to embark before troops.

**1522.** When troops proceed abroad without families, a list in duplicate is to be sent to the War Office on the day of embarkation, stating the rank and name of each soldier (including warrant officers) on the married roll separated from his wife, the address in the United Kingdom to which the wife has been or will be sent, her christian name, and the age and sex of each child. Return of soldiers' families left at home.

**1523.** A similar list will be sent when troops proceed from one station abroad to another and their families are ordered to be sent home. This list should arrive before the ship in which they embark is due to reach England, and is to state the address to which each wishes to be sent. Each woman must be provided with A. F.—O 1777. Sent home.

**1524.** When soldiers' wives, or children, on the married roll are sent home in consequence of ill-health, a special report of each case is to be made to the War Office stating the ship, date of embarkation, and intended residence, together with copies of the report of the medical board, and the authority under which passage is sanctioned. The report of the board should state whether it is recommended that the husband should accompany his wife. When the soldier does not accompany his wife his commanding officer will immediately notify particulars of the case, in accordance with the Allowance Regulations, to the officer at home who is charged with the issue of separation allowance. Invalided families should, as a rule, be sent home in public vessels, but when a case is so urgent as to render a passage by private steamer necessary, a statement to that effect should appear in the medical report. Soldiers' families sent home ill.

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*Embarkation of Troops.*Baggage  
party

1525. When a regiment or battalion is to embark, the commanding officer will detail a senior officer to command the baggage party and to represent him, and follow the instructions of the staff officer in charge, until the arrival of the headquarters. Officers and non-commissioned officers to act for the adjutant, quartermaster, sergeant-major, and quartermaster-serjeant, should be detailed to proceed with the party.

Regimental  
staff.Command-  
ing officer  
of small  
units and  
units.

1526. If a regiment or battalion does not embark, the officer to command will, as a rule, be ordered to report himself to the staff officer in charge the day previous to that on which the general embarkation takes place. He will go round the ship with that officer, the naval transport officer, and the master, so as to become acquainted with the position of the messes, and the general arrangements.

Ship's staff.

1527. An adjutant, a quartermaster, a serjeant-major, and a quartermaster-serjeant, or officers, warrant officers, and non-commissioned officers to act in those capacities, and four troop-deck serjeants, will as a rule be detailed by the War Office to arrive on the previous day.

Preliminary  
arrange-  
ments.

1528. Steps are to be taken to settle the details of duties, and the places for posting sentries on board and ashore to prevent men leaving fatigue parties, the embarkation shed, or ship, and unemployed men from loitering about the jetty.

Prisoners.

1529. A guard from the advance party will be mounted on the prisoners' room, to receive into custody all prisoners arriving under charge of troops or conducting parties. Prisoners who are to be released on sailing are to be kept in the guardroom until the ship is clear of the harbour.

Leave.

1530. The time at which leave to officers expires, and the hour of sailing, which will be notified by the naval authority, will be conspicuously posted up on board. No leave is to be granted to warrant officers, non-commissioned officers, or men, or to their families.

Saloon meals  
and  
smokingOfficers  
embark in  
uniform.Reporting  
arrival

Families.

1531. The hours for saloon meals and time and places for officers to smoke should be fixed and promulgated.

1532. All officers ordered to embark in transports, whether detailed for duty on board or not, are to report themselves in uniform to the staff officer in charge, and afterwards to the officer commanding on board. Officers embarking will sign the "arrival book" in the embarkation office or in the saloon. This will be equivalent to reporting personally to the staff officer in charge. Ladies embarking should also sign this book as proof of having embarked. Any alterations in families should be immediately notified to the staff officer in charge.

Valises,  
kit bags, &c.

1533. Each man when proceeding to the port is to take charge of his sea kit bag and of his valise or other bag, and when proceeding by railway is to have these articles in the carriage with him, and not in the luggage van.

Telling off  
troops

1534. When troops arrive, they will be paraded under instructions from the staff officer in charge, who will then tell them off to their messes. The men of the same company will be kept together as much as possible. The troops will be marched off by messes, each led by a guide, who will take them to their places, and show them where to stow their arms, kits, &c.

Stowing  
sea kit bags,  
valises, &c.

1535. Sea kit bags will be placed in the racks over the mess-tables. Valises, kit-bags, and waterproof bags will be stowed in a separate baggage room, or in some part of the general baggage room where

they can if required be obtained during the voyage. The hanging of greatcoats, &c., on the hammock hooks is forbidden ; all loose gear is to be neatly stowed in the overhead racks. The troops are then to sit down in their messes and keep silence.

1536. Dinners for the day on which troops embark will be prepared for them on board, unless the officer commanding the unit to which they belong sends timely notice that the meal will not be required to the staff officer in charge, who will inform the master. Minders on embarkation.

1537. Officers, soldiers, and their families are prohibited from taking or receiving on board any wine, spirits, or malt liquors. Commanding officers will take precautions accordingly. Liquors, matches, &c.

1538. When troops embark with arms, a label, showing the owner's name and number, should be pasted on the side of the butt of each rifle, and another, showing the letter or number of his company, &c., on the heel of the butt. Slings must be taken off rifles before troops embark. Immediately after embarkation two men from each company, &c., should be appointed to take care of the arms in the racks. Marking of arms.  
Care of arms.

1539. It is the duty of the officers immediately after they have embarked, to see that their men are allotted to berths, divided into messes, and instructed in the proper method of rolling bedding and slinging hammocks ; that their valises, arms, accoutrements, and ammunition (if any) are properly disposed of, and that their necessaries, hammocks, and bedding, when served out, are marked. Duties of officers on embarkation.

1540. Officers in charge of drafts, after satisfying themselves on these points, should as soon as possible report themselves to the officer commanding the troops on board, and ascertain from the adjutant the details required from their drafts, and from the quartermaster the hours for issue of bedding and meals. One officer at least must always remain on board with each draft. Draft officers to report for orders.  
Officers on duty.

1541. An "issue" and "receipt" voucher for bedding and mess utensils will be obtained from the quartermaster on board by officers commanding drafts, companies, &c., and by individual non-commissioned officers and men unattached to a draft, and filled up as soon as possible after arrival on board, the bedding being drawn on the following scale at a time which will be communicated :— Bedding.

	Bed.	Pillow.	Hammock.	Blankets.
Serjeant ....	1	1	1	2
Rank and file ....	—	—	1	2
Boy over 10 years	—	—	1	2
For each woman, or two children 1 to 10 years old	1	1	—	2

1542. The first issue of bedding should take place, if possible, during daylight. Officers commanding companies, &c., and drafts are to be present at the issue, and will be personally responsible for the amount taken over by them. The troops should be mustered with their bedding as soon as possible, to see that it is complete and that each man has his own bedding. First issue of bedding

1543. A list of utensils issued to each mess is printed on the back of the mess roll. The non-commissioned officer in charge should check the articles immediately on arrival at his mess, and sign the receipt portion, which is to be given up by the orderly man at the first issue of rations to the representative deputed by the master of the ship. Mess utensils.



## Cooking.

1544 When a separate galley is provided for the troops the cooking must be done by them. The soldier selected as cook may be assisted by one or two men according to the numbers embarked. When a separate galley is not provided, the cooking will be done by the ship's cooks, with assistance from the troops. A baker is provided by the ship, but one or more soldiers are to assist him.

## Places of parade.

1545 The places where troops are to fall in for parade, which will also be where they are to fall in on alarm of fire or collision, will be settled as soon as possible after embarkation.

## Telling off into watches.

1546 The troops will be told off into three watches and, if time permits, exercised in fire and column stations. Should this not be possible before sailing, it should be done immediately afterwards. In bugle sounds the watches will be distinguished by one, two, or three Gs.

## Stations of watches.

One watch is to be constantly on deck under the command of an officer. When its numbers abate, the watch is to be divided into four subdivisions, one to be stationed on the fore-castle, two on the quarter-deck, and one near the main-mast. The mustering stations are the port gangway by day and the quarter-deck by night. When not employed, the watches are to remain on the gangways, but in cold or wet weather, especially if men are sea-sick, the troops should not be unduly exposed.

## Special duties.

1547 The following duties should be provided for—(1) Police (for whom special badges are provided), (2) orderlies; (3) assistants to ship's cooks and bakers; (4) hammock stowage.

## Duties of police.

1548 The principal duties of the police are to see that there is no smoking except in the regulated places, and that lights are put out at the proper time. They are also to see that the routine is carried out, and that there are no irregularities.

## Army Medical Corps.

1549 For the hospitals and care of sick, a certain number of the Royal Army Medical Corps will be detailed by the War Office. They will be berthed in hammocks, and will mess near the military hospital.

## Bands.

1550 Bands are not to be allowed to play on coming into, or on leaving harbour, until the master notifies that this will not interfere with the working of the vessel.

## Duties on Board Ship.

## Command and responsibility of C.O.

1551 The command of the troops is vested in the senior combatant officer doing duty, to whatever arm of the service he may belong. He is bound to exercise that command, and is responsible for any breach of discipline which may occur, whether the officers and soldiers embarked with him belong to the same regiment as himself, or not. (The extent of his powers is prescribed in the Army Act.) He will also be responsible for the maintenance of cleanliness and order in all parts of the vessel allotted to troops. He will also endeavour to meet the wishes of the master as regards entries, hours of inspection and parade, fire and boat stations, &c.

## Naval transport officer.

1552 When there is a naval transport officer on board, he is the medium of communication between the officer commanding and the master of the vessel, but he has no direct authority over officers or troops. As the representative of the Admiralty his correspondence should be obtained in all arrangements, more than those which are purely military. The commanding officer should assist him in every way in carrying out the duties imposed upon him by the "Instructions for Officers for Transport Service."

**1553.** The commanding officer, while taking care that discipline is observed by the troops, is to remember that the master of the ship has lawful authority to maintain good order amongst all on board, and in all matters necessary to ensure the safety of his ship and passengers, for which he is entirely responsible. In case of fire or emergency, the commanding officer must specially remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.

Master's position and responsibilities.

**1554.** The commanding officer should ascertain from the naval transport officer or master the hour or hours at which they may wish to make their daily inspection of the ship. This inspection, in so far as it affects the troop-decks or portions of the ship allotted to troops, should take place in the presence of the commanding officer or some senior officer deputed to represent him.

Master's daily inspection.

**1555.** The commanding officer, accompanied by the medical officer in charge, will make a daily inspection of all parts of the vessel appropriated to troops. This inspection should be arranged to take place at the same time as the naval transport officer or master of the vessel is making his daily round.

Inspection of troop-decks.

**1556.** The wearing of uniform by officers will be strictly enforced. Those on duty are to wear pouch-belts or sashes, and are to report on completion of their tour of duty as to the proper performance thereof.

Dress of officers on duty.

**1557.** The officer commanding the troops will, as soon as possible after the embarkation has taken place, decide how many officers will be required to carry out the ship's duties during the voyage. All company officers with units and details are available for ship's duties. If the number of officers attached to the troops will not permit the officers on the duty roster to have one day off to one day on duty, with a spare officer to meet casualties, the commanding officer will select the necessary additional number from those who are entitled to passage at the public expense.

Officers for duty daily.

**1558.** When there are more than two captains on board besides the commanding officer, a "captain of the day" is to be appointed, to whom the officer of the day and the military officer of the watch are to report all unusual occurrences for the commanding officer's information. In transports, when the troops on board consist of a mixed force of not less than 800 of all ranks, the number of officers required for daily duty, in addition to the adjutant and quartermaster, is usually one officer of the day and three officers of the watch. In freight ships, or when the numbers are less than 800, a smaller number suffices. The total number of officers, exclusive of the commanding officer, adjutant, and quartermaster, to be detailed for duty will thus under ordinary circumstances be two captains and nine subalterns.

Number of officers required for duty.

**1559.** Should it be necessary to detail for duty an officer who is not entitled to a passage, the commanding officer will furnish the master with a copy of his order placing the officer on duty, and will hand to the captain of the ship, at the port of embarkation, for transmission to his headquarters, a report showing the exacted circumstances in which the officer's services were required. This report will be accompanied by a list of all the available officers entitled to passage, showing, in every case, whether they are available for duty or not. For company duties the officers belonging to units are the suffice for their unit. In the case of freight ships or of troop packets, no officers are in addition to those attached to the troops on embarkation will be placed on duty, except in unavoidable circum-

standing, a full report of which will be made to the War Office. Officers on furlough under Indian rules will not, unless absolutely necessary, be detailed for duty.

Individual  
N.C.O.'s to  
do duty.

1560. All individual non-commissioned officers are available for duty, and should be attached to those drafts which have an insufficient number of non-commissioned officers.

Acting  
N.C.O.'s.

1561. Acting non-commissioned officers may be appointed for the voyage with extra duty pay, under the Royal Warrant for Pay, &c., but when men are disembarked during the voyage care must be taken that these acting appointments are reduced in proportion.

Guards and  
sentries.

1562. Guards and sentries as required should be posted after the embarkation is complete. The numbers to be detailed will vary with the number of men embarked, and must be settled by the commanding officer in consultation with the staff officer in charge, naval transport officer, and master.

Employ-  
ment of  
soldiers on  
board

1563. When soldiers are employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty regulations, but they are not to be so employed unless they volunteer and the medical officer in charge certifies that their health will not be injured thereby.

Duties of  
"officer of  
the day."

1564. The "officer of the day" is to command the guard, and will be responsible that the sentries are posted and instructed in their duties as soon as practicable. He will be responsible that the routine appointed for the troops is carried out, and will be referred to when necessary in all matters not requiring the intervention of the commanding officer, giving every assistance in his power to the officers of the ship. He is to attend when bedding is being taken down, to see that it is done in an orderly manner. He is to see that hammocks and bedding are stowed in the proper places at 6 a.m. He will ascertain from the master if bedding can be aired each morning, and see it properly secured in the places set apart for the purpose. He will see that the troop-decks are swept clean after the hammocks are down, and before and after each meal; also that the troop-decks and women's quarters are cleaned at the regulated time, being cleared at 7.45 a.m. of all persons except the mess orderlies, their assistants, and the deck-swallers; he is to report them cleaned to the commanding officer, and to accompany that officer when he inspects the decks. After the troop-decks are cleaned, he is to cause sentries to be posted at the ladderways, with orders not to permit any troops, women, or children to go below. These sentries will be taken off at 11 a.m., at which hour the troops may go below again.

1565. At meal times the officer of the day is to go round to see that the men are regular at the messes, and that meals are taken nowhere but in messes except by special permission. Should any complaints be made, or should he observe any neglect in victualing, he will report to the commanding officer, who, if necessary, will call the naval transport officers and master's attention to the matter.

He is to inform the master when prisoners or lunatics are on deck for exercise, and also when they have been replaced in the guard-room and cells.

He is to superintend, every evening, the preparations against fire made by the troops.

He is to see that the lights (except those required to burn all night) are put out on the troop-decks at 8 p.m. at sea, and at 9 p.m. in harbour, and report to the commanding officer that this has been done.

**1566.** The "military officer of the watch" is to remain on deck unless on duty elsewhere. Whenever his men are called he is to attend with them, and see that the wishes of the ship's officer of the watch are carried out. He is to see his watch mustered on that part of the deck assigned to it, five minutes after it is called during the day, and ten minutes after it is called during the night. On mustering the watch at night he should explain to the men that, with the exception of those told off for special duties, they will not be again mustered unless wanted, but that they must remain on deck, and if their "watch call" is sounded at once repair to their mustering station. He is to visit the sentries hourly during the day and night, to see that they are on the alert, that there is no smoking in prohibited places, and no lights except those allowed. He is to cause a non-commissioned officer to visit the sentries every half-hour during the night. He is to prevent anyone from sleeping on deck unless under an awning.

Duties of  
"military  
officer of the  
watch."

**1567.** The medical officer in charge is to furnish the commanding officer daily with a report of the sick under his care, on A. F. - A 27, and is to demand before 10.30 a.m. daily the medical comforts, &c., required, and give the master a receipt when requested to do so. In transports he is to take sanitary and medical charge of the ship and crew, and should frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness, &c. He should take care that the bilges are kept sweet, and that as good a sanitary condition as possible is maintained. The appearance of any contagious or infectious disease is to be immediately reported to the commanding officer, who will consult the master, and they will take such steps as they may deem requisite. Births and deaths must be notified in writing to the master by the medical officer with as little delay as possible, for insertion in the log.

Duties of  
"medical  
officer in  
charge."

**1568.** In the case of a regiment or battalion, the following arrangement may be adopted in carrying out guard duties:—

Guard  
duties.

(i.) A strong company is to be specially detailed by the commanding officer, either for the whole period of the voyage or for a week at a time, at his discretion.

(ii.) The company is to be relieved from all other duties, and, if practicable, berthed separately in a convenient part of the ship.

(iii.) The company is to be told off into as many reliefs as possible for each post, sentries being relieved every two hours.

When other troops or detachments are embarked, the commanding officer will at his discretion apportion the troops to the various duties on the principles herein detailed and according to the numbers required.

Detach-  
ments.

**1569.** At the discretion of the commanding officer, but, generally speaking, only in inclement weather and in non-tropical climates, each man of the "guard" (including sentries), but not the "watch," will receive at about 4 a.m. daily, half a pint of cocoa with sugar. Whenever an issue is desired, a statement of the number of men for whom the ration will be required is to be given to the master on the forenoon of the previous day. If cocoa is not procurable in freight ships, tea or coffee will be substituted.

Cocoa  
ration.

**1570.** At sea, sentries will wear a distinctive belt; in harbour they may be armed at the discretion of commanding officers.

Rules for  
sentries.

**1571.** Each sentry is to be furnished with written orders. All sentries are to have orders to report all persons acting contrary to orders, and they are to prevent—(1) Blocking up of ladders particularly by children climbing about on them; (2) spitting on the deck or



over the side, (3) throwing dirt or slops over the side or on the deck, (4) any of the troops from going aloft, (5) any person sitting on the side rails or bulwarks or lower portion of the rigging, (6) any soldier, woman, or child from going into any part of the ship or deck appropriated for use of the crew, (7) the hanging of clothes or bedding in places other than those appointed for that purpose, (8) the lighting of pipe except in the authorized parts of the ship and during the authorized smoking hours at any place and by any other means than at the pipes supplied, (9) unnecessary loitering and irregularities generally; (10) any person from leaving his hammock or bed after the rounds have passed, except to go to the latrine, (11) any soldier from entering the latrine for women and children, or the latter from entering the men's latrines.

Discovery  
Fire.

1572. Sentries are not to interfere needlessly with the officers and crew of the ship.

1573. Should a sentry or anyone else discover fire he is to make the same quietly and immediately known to the ship's officer of the watch on the bridge, for which purpose a sentry may temporarily quit his post. It must be impressed on officers and men that on the occurrence of "Fire" silence and a quiet and thorough carrying out of orders are most essential.

Fire and  
Collision  
Alarm  
Rations and  
Butter

1574. The following rules to be observed on the fire or collision alarm are generally applicable, but they may be modified to meet the regulations of the various companies to which vessels may belong:—

(1) The troops, with the exceptions noted below, will fall in at the places assigned for parade in two ranks, facing outwards, and as far back to the centre of the ship as they can get.

(2) Guard with lunatics and prisoners on the fore-castle. Women and children on the poop, in charge of the quartermaster-sergeant, except at night, when they will remain in their quarters. Troop-deck sergeants, and mess ord'lies at the messes for which they are responsible. Orderlies for the women's quarters in those quarters. Placers will take in at the magazine, ready to take powder where directed.

(3) Orderlies will close scuttles and watertight doors without further orders.

(4) The guard will at once provide two armed sentries for each boat, an armed sentry on the spirit room, and double the sentries on prisoners.

(5) Men should not delay to dress, but dress up to their places as quickly as possible in any dress. On each troop deck there is usually a steam fire connection and hose ready for use. This is never to be touched by the troops unless fire is actually discovered, when the men on the deck where the fire is first seen, the cook to turn on the water, at the same time quietly and quickly reporting the fire to the ship's officer on the bridge.

(6) The commanding officer, with one or more selected officers, will go on deck and preserve discipline and carry out the orders of the master. Two or more intelligent men are to be detailed to accompany the commanding officer as messengers.

(7) The adjutant, with the sergeant-major, a loggier, and messengers, will at once proceed to the fire and assist the ship's officer.

(8) The officers and men of the Royal Army Medical Corps will repair to the hospital and prepare to move the sick to such place as may be directed.

(9) The quartermaster is to see that all cabins are clear and



then remain in the saloon, to which the ladies and children, who will be under his charge, are to proceed.

(x.) All officers to whom no duties are assigned, and all civilians and second-class passengers, are to repair to a place which will be allotted for them on the upper-deck, and keep strict silence.

(xi.) In ships carrying horses, as many men as can be spared should be sent to stand at the horses' heads to keep them quiet.

1575. The troop-deck serjeants are responsible for the good order and cleanliness of the portions of the deck and the messes under their charge. It is their special duty to see that the following rules are observed :—That nothing is either thrown out of or hung up in the ports ; that no packs or bundles are left lying about, but that all such articles are neatly stowed overhead ; that any man who attempts to smoke between decks is immediately reported ; that hammocks are properly hung, and cleared off decks at the proper hour in the morning ; that mess utensils are kept clean and are in their places at the morning inspection, at which hour they will report any breakages or deficiencies ; that at evening rounds the men on the troop-decks are in, or on, their hammocks, and keep perfect silence ; that the ladders and hatchways used by the men of their decks are kept clean, and that to prevent confusion the men use only those leading to their messes.

Duties of  
troop-deck  
serjeants.

They are to report to the captain of the day, at 10 a.m., both at sea and in harbour, and again at 8.30 p.m. when at sea and at 9 p.m. when in harbour, that their decks are ready for inspection ; and they are to accompany the officers going the rounds.

1576. Officers are not to hold any conversation with the ship's officers of the watch, the quartermasters, or the men at the wheel, and they will not go on the bridges without permission.

Officers not  
to converse  
with sailors  
on duty.

1577. Orders are to be given for cabins to be vacated for cleaning and daily inspection at a fixed hour, and for servants to be in attendance to answer for the same.

Inspection  
of cabins.

1578. The saloon is to be cleared and all lights extinguished by 11 p.m. or such time as may be required by the master of the vessel.

Saloon  
hours.

1579. Smoking is allowed on the upper deck only ; spittoons are provided. In bad weather, awnings will be sloped to shelter officers and men. To guard against fire through loose particles of tobacco, pipes are to have wire covers supplied at the men's expense. Lanterns for lighting pipes are provided. When the wind is too high to allow of cigarettes being smoked with safety (and of this the master will be judge, the commanding officer will ensure that pipes only are smoked).

Smoking.

1580. No lights are allowed on the troop-decks except the regulation police and safety lamps. Lamps are never to be opened except by ship's officers or the appointed lamp trimmers.

Fire pre-  
cautions.

1581. Decks are specially appropriated to the troops, who are never to go into the part of the ship allotted to the crew ; nor are the crew to be allowed to go on the troop-decks except in the performance of their duties.

Decks for  
troops.

1582. In order that troops may disembark in a fit condition to take the field, arrangements are to be made to carry out the physical training exercises laid down in "Infantry Drill, Section 46." If possible, rope-climbing is also to be practised.

Physical  
exercise.

Rope  
climbing.

The following arrangement is suggested, but it may be modified to such an extent as may be found necessary :—The troops will be told off by companies, drafts, &c., into an equal number of divisions

averaging, say, 100 men each; half the number of these divisions will be exercised for not less than one hour every alternate day, the duties being detailed from the other half. An officer of each company, draft, &c., will be present during the whole exercise and will keep a diary of the attendances of his men, and will, before the troops disembark, report specially on any man considered physically unfit to take the field. Each division is to be subdivided into squads of not more than 25 men each. A thoroughly qualified non-commissioned officer is to be placed in charge of each squad, and is to instruct it under the direct supervision of the officer or officers in charge.

Voluntary work is to be given every encouragement, and an hour is to be named and a place appointed for it. When possible, assaults at arms are to be arranged.

Exercise on deck

1583. In hot weather, when sleeping on deck is permitted, no bedding should be allowed there before 11 p.m., or after the time fixed for washing decks in the morning.

Parade.

1584. The troops are to parade in marching order once a week, when the officers are to see that the necessaries are complete, and that the arms and appointments are in serviceable order.

Morning parade.

1585. The hour for the regular morning parade will be at 10 a.m., when every man is to appear as clean as his employment will allow, in warm climates with bare feet. Cooks are to appear clean on parade once a day.

Drill.

1586. Recruits or awkward men are to be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.

Divine Service.

1587. By 10.15 a.m. on Sundays the troops are to be ready for Divine Service, which is to be performed when weather permits. If there is no clergyman on board, and the master does not undertake the duty, the commanding officer will arrange for its performance.

Bugle-calls and routine.

1588. Bugle-calls and routine for troops.—

Bells.	Time.	Bugle-calls.	Meaning.
4	A.M. 6.0	Reveille	Turn out and stow hammocks; take bedding for airing on deck.
5	6.30	Ration ..	Cooks draw breakfast.
6	7.0	Breakfast	Sit down to breakfast.
7	7.30	Rise ...	The day watch go on deck clean. The watches below clean messes and troop-decks, and then themselves, after which all but mess order-ers and troop-deck swabbers go on deck and remain there till after the inspection.
8	8.0	Fall in, followed by one, two, or three G's	Day watch of troops fall in. This watch will be on duty till 8 p.m.
4	10.0	Assembly	Parade. All the troops, except cooks and mess order-ers, fall in on the upper deck for inspection. The military officers of the day inspect troop-decks and messes to see they are clean and in order.
5	10.30	—	Roll up and stow aired bedding.
7	11.30	Ration	Cooks draw dinner.
8	Noon 12.0	Dinner ...	Sit down to dinner.
2	1.0	Four G's	Sweep out messes and take all dirt to ash-shoot in waist. Sweepers fall in and sweep all decks.
3	1.30	Rise and then fall in, followed by one, two, or three G's	Troop-decks to be cleared for sweeping. Watch to fall in. When troop-decks are cleared up, bugle will sound, and all but the watch on deck and sentries may go below.
1	4.0	Ration	Cooks draw tea.
1	4.30	Supper	Sit down to supper.

Bells.	Time.	Bugle-calls.	Meaning.
2	P.M. 8.0	Rise ... ..	Clear troop decks of all but swabbers and mess orderlies, who sweep out the messes and decks.
3	8.30	Quick ... ..	Take down hammocks.
8	8.0	Close ... ..	Clear up decks for the night.
8	8.0	Fall in, followed by one, two, or three G's	Night watch of troops fall in. This watch will be on duty till 8 a.m.
	8.15	Lie down ... ..	Lights out. Every man to be in or on his hammock.
1	8.30	—	Bounds by the officer of the day and police.
2	9.0	Retire ... ..	Every one below but the watch of troops and sentries.
6	11.0	—	Lights out in saloon.

General Calls.

Halt	...	...	...	Silence—every one to remain still.
Advance	...	...	...	Carry on—that is continue your business.
Retire	...	...	...	Every one off upper deck but the watch of troops.
4 G's	...	...	...	Sweepers.
4 G's and double	...	...	...	Swabbers.
Alert, followed by halt	...	...	...	Man overboard.
Commence firing	...	...	...	Permission to smoke.
Cease firing	...	...	...	Leave off smoking.
Close, 4 G's, assembly	...	...	...	Collision.
Alarm (prepare for cavalry)	...	...	...	Fire.

1589. The following ship's signals are in general use :—

Signals.

- For fire.—The bell is rung violently, strokes in quick succession.
- For collision.—The bell is rung, three strokes at a time, the groups in quick succession.
- For man overboard.—The steam whistle is sounded, several short blasts in quick succession.

At these signals, all buglers will sound the necessary calls.

1590. At the cry of "Man overboard," the bugler on duty will, without further orders, at once sound the "Alert," followed by the "Halt." Every person is to remain quiet, those below will remain there. This order should be explained to all buglers and troops as early as possible.

"Man overboard."

1591. Routine for women :—

Routine for women.

Bells.	Time.	
	A.M.	
8	6.30	Roll up all bedding.
6	7.0	Breakfast.
7	7.30	Women's quarters cleared of women and children until 11 A.M. Swabbers scrub the place out if weather permits.
4	Noon	Dinner.
	P.M.	
3	1.30	Women's quarters cleared of women and children until 3 P.M. Swabbers clear up and sweep the place out.
1	4.30	Supper.
	Screen	All women and children go below.
8	8.0	All women and children to be in bed. Swabbers clear up for the rounds.
1	8.30	Bounds.

Woman's  
quarters.

Once a week all bedding and boxes are to be taken on deck to be aired (if weather permits), and the berths and quarters are to be thoroughly scrubbed with hot water and soap.

1592. No man is to be permitted to go into the women's quarters except those who keep them clean, or who are passed by the non-commissioned officer on duty on that deck. These quarters are to be cleared of their occupants by 7.45 every morning, and kept clear until 11 a.m., in order that sufficient time may be allowed for them to be cleaned and dried. The non-commissioned officer in charge must be careful that slops are not allowed to remain unemptied, or to be emptied in the closets; they are to be taken to the ash shoot. He is to report any women or children of dirty habits.

Inspection  
of women's  
quarters.

1593. An inspection of the women's quarters should be held daily by the quartermaster at a fixed hour. The blankets will be folded singly and placed ready for inspection at the foot of each occupied bed, so that deficiencies in beds, blankets, or pillows can be easily detected. The inspection of mess utensils, and reports of deficiencies therein, should be made at the same time.

Property of  
men in  
hospital, &c.

1594. On the admission of a soldier into hospital, the commanding officer will take care that all articles in the man's possession, including money and valuables, are placed in security. The hospital pack store keeper will enter in Army Book 182 the particulars of all articles sent with the man to hospital. On the death of a man, the commanding officer will at once have an inventory made of the man's kit and other property, and will see they are placed in proper custody until disposed of.

## Prisoners.

1595. When it is necessary to permit prisoners to remain at large while on passage, they may be employed on watch and on fatigue and similar duties, but they should not, except in cases of necessity, be placed on guard or sentry or in any position of responsibility. Allowing a prisoner to be temporarily at large does not in any way affect his sentence or his subsequent treatment under it.

Issue of  
rations.

1596. The quartermaster will arrange with an officer deputed by the master all details with regard to the issue of rations on board. Copies of the victualling scale and scale of medical comforts and equivalents will be hung up in the issuing room and on each troop deck. The scale of victualling for troops will be found in the "Transport Regulations." Small numbers of troops in ships of war will be victualled as seamen at full allowance.

Victualling  
scale.

## Complaints.

1597. Whenever any cause of complaint arises as to messing, provisions, accommodation, or any other matter, or when it seems desirable to make any suggestion, the commanding officer should at once address himself in writing to the master. Should he afterwards consider it expedient to make any representations to headquarters he will immediately on landing forward his report to the staff officer in charge, for transmission to the W. O. O.

Boards of  
Investigation.

1598. As a rule when any matter connected with the accommodation or messing of officers, troops, or their families, requires investigation, a board should be held. The proceedings are to be recorded on A. 1, A. 2, and handed at the end of the voyage to the staff officer in charge, see paragraph 1651.

## Dates.

1599. Contracts are entered into for transports and freight ships. As soon as possible after embarkation the commanding officer will decide, in consultation with the transport officer and the master, the hours during which the services are to be open. This should be made known to the crews, and copies of the proposals (which will be furnished by the master) should be submitted to the W. O. O.

places. As articles of the best quality only, including tobacco, will be sold at the lowest possible prices, every facility should be given to the troops to deal there, and issues of such articles to troops prior to embarkation are unnecessary. The commanding officer should take measures to prevent boatmen and hawkers boarding the vessel at ports of call with inferior articles of the same description as the canteen stock.

**1600.** At the end of the voyage a report on the working of the canteen and on the quality of the supplies sold therein will be made in writing by the commanding officer to the War Office through the general officer commanding at the port of disembarkation. Report on canteen.

**1601.** Any sum placed in the hands of the commanding officer from canteen profits will be expended on the following items only:—Sports, theatrical or musical entertainments, extra messing (if at sea on Christmas Day), aid to families of soldiers who may die during the voyage, and in exceptional cases to other families for warm clothing. On no account will the money be spent on ships or boatmen damages, gratuities to the ship's company (except in connection with preparation of sports, &c.), police boats, gratuities to orderlies or other clerks or hospital orderlies, conveyance of families, baggage, or stores, or prizes for cloth measures. Any unexpended balance will on arrival be handed over to the staff officer in charge, together with a report for transmission to the War Office, showing how the money has been expended. Expenditure of canteen profits.

**1602.** General musters of bedding are to be made frequently during the voyage, and always on the day after departure from, and on the day before arrival at, each port. Should a report be made at any time during the voyage of considerable loss of, or damage to, bedding, a board of officers will be ordered to investigate the matter, and the commanding officer will fix responsibility for the loss or damage. All stores issued for the use of troops embarked on board transports are to be received and accounted for on the same principle as such articles would be if furnished to troops in barracks. When the troops belong to more than one unit, the commanding officer will make each unit or detachment responsible for the articles issued to it. No charge will be admissible against the private unless it is clearly proved that the loss or damage was caused by stress of weather, or other causes beyond the control of the troops. Copies of the proceedings, supported by an extract from the ship's log, should be handed to the master and to the staff officer in charge. Bedding mustered. Boarded on losses. Issues, &c., of boots, bedding, clothes, &c.

**1603.** Officers in charge of units or drafts are personally responsible for all articles of bedding taken over by them, and charges which cannot be brought home to individuals, drafts, or units must not be recorded against the troops in general, or against canteen or other funds.

**1604.** When bedding is issued to individual warrant officers, non-commissioned officers, and men, not through the medium of a draft, they will be personally and individually responsible for the articles.

**1605.** Bedding is to be issued to be stored with, unless it is required to be distributed, remains in charge of the mess to which the unit or individual belongs.

**1606.** The above rules are also applicable to mess and other room utensils, any detachments in which are to be reported to the master of the ship.

**1607.** Bedding for hospital use in the proportions laid down in the "Transport Regulations" will be drawn by the medical officer in charge from the master, and that officer will be responsible



## on Board Ship.

1544 When a separate galley is provided for the troops, the cooking must be done by them. The soldier selected as cook may be assisted by one or two men according to the numbers embarked. When a separate galley is not provided, the cooking will be done by the ship's cooks, with assistance from the troops. A baker is provided by the ship, but one or more soldiers are to assist him.

1545 The places where troops are to fall in for parade, which will also be where they are to fall in on alarm of fire or a bombardment, will be settled as soon as possible after embarkation.

1546 The troops will be told off into three watches and, if time permits, exercised in fire and evolutions stations. Should this not be possible before sailing, it should be done immediately afterwards. In bugle sounds the watches will be distinguished by one, two, or three to's. One watch is to be constantly on deck under the command of an officer. When its number is short, the watch is to be divided into four subdivisions, one to be stationed on the forecastle, two on the quarter-deck, and one near the mainmast. The mustering stations are the port gangway by day and the quarter-deck by night. When not employed, the watches are to remain on the gangways, but in cold or wet weather, especially if men are sea sick, the troops should not be unduly exposed.

1547 The following duties should be provided for: (1) Police (for whom special badges are provided), (2) orderlies; (3) assistants to ship's cooks and bakers; (4) hammock stokers.

1548 The principal duties of the police are to see that there is no smoking except in the regulated places, and that lights are put out at the proper time. They are also to see that the routine is carried out, and that there are no irregularities.

1549 For the hospitals and care of sick, a certain number of the Royal Army Medical Corps will be detailed by the War Office. They will be berthed in hammocks, and will mess near the military hospital.

1550 Bands are not to be allowed to play on coming into, or on leaving harbour, until the master notifies that this will not interfere with the working of the vessel.

### Duties on Board Ship.

1551 The command of the troops is vested in the senior commissioned officer doing duty, to whatever arm of the service he may belong. He is bound to exercise that command, and is responsible for any breach of discipline which may occur, whether the officer and soldiers embarked with him belong to the same regiment as himself, or not. (The extent of his powers is prescribed by the Army Act.) He will also be responsible for the maintenance of discipline and order in all parts of the vessel allotted to troops. He will endeavour to meet the wishes of the master regarding matters, hours of inspection and parade, fire and stations, &c.

1552 When there is a naval transport officer on board, the medium of communication between the officer commanding the vessel, and the master of the vessel, but he has no direct authority over the troops. As the representative of the Admiralty, the officer should be detailed in all arrangements relating to the troops which are purely military. The commanding officer should assist him in every way in carrying out the duties imposed by the instructions for Officers for Transport.

Command  
and person  
ability of  
C.O.

Naval  
transport  
officer

Special  
duties.

Duties of  
police

Army  
Medical  
Corps.

Bands

On  
watch

ations of  
watches.



sunset, under the supervision of the officer of the day, in whose presence it is to be drunk at the tub, no one being allowed to take any away. As an alternative  $\frac{1}{2}$  pint of chocolate will be issued at the same rate, at 6.30 p.m. The commanding officer will render daily to the master a return of the numbers requiring either ration.

Rolls of  
men who  
draw rum  
and chocolate  
rations.

1625. Nominal rolls of all men drawing rum and chocolate respectively are to be prepared by officers commanding companies and sections, and the number of rations is to be kept marked up daily during the voyage. These rolls duly completed, with a summary of the total amounts drawn and the destination of each recipient, are to be handed by the officer commanding to the district paymaster at the port of disembarkation, to enable the latter to recover the charges in accordance with the "Financial Instructions." Separate rolls and summaries are required for men landing at different ports.

Plain clothes  
for men  
leaving  
service.

1626. Men proceeding to the Discharge Depot should be informed that a store of plain clothes has been established there, from which soldiers, on leaving the depot for their intended places of residence, can obtain good suits at a more reasonable price than elsewhere. Soldiers for discharge are to be cautioned against giving orders for clothes to men who approach them on board ship or on the jetty.

### Intermediate Ports.

Command  
the officers  
to report  
arrival.

1627. Officers in command of troops, on touching at any port occupied by Her Majesty's forces, are immediately to communicate with the general or other officer commanding, and at a prior to that officer they will personally report to him the state of each troop. Medical officers proceeding on duty will, on landing, report themselves to the principal medical officer. During their stay all officers are to appear on shore in their proper uniform, and to conform, in every particular, to the regulations of the garrison.

Local regu-  
lations.

1628. Officers commanding troops at ports abroad should take the earliest opportunity of informing officers commanding troops on board ship of any special regulations in force on their commands. When possible the information should be sent by the pilot.

Going on  
shore.

1629. Officers commanding troops will, on touching at intermediate ports, prohibit any officer, soldier, or family leaving the ship, until instructions have been received from the staff officer in charge.

Sentries.

1630. On arrival in port, sentries are to be posted to prevent the introduction, especially after daylight, of spirits and unwholesome fruits into the ship through the side sentries or by other means. To prevent irregularities, such as bartering bedding, kits, &c., vigilance and supervision over the sentries is required.

Interchange  
of commanding  
officers.

1631. Should there be change of commanding officers, care is to be taken that all accounts are duly closed and handed over, and that all stores for which the outgoing commanding officer is responsible, together with vouchers connected with the same, are handed over. All written orders received at the last port of embarkation are also to be transferred. A certificate showing that these duties have been performed will be handed to the staff officer in charge.

Interchange  
of units.

1632. When exchanges of regiments or battalions take place, an officer not connected with the exchange will be sent to confer with the staff officer, in order that they may take over duties and become acquainted with matters generally before the next embarkation. This party is also to be directed to afford instruction to a similar party, if an interchange is effected at another port during the same

voyage. Careful inspections of bedding and utensils will be made on these occasions, and losses or damages adjusted without delay. Care must be taken that only articles of baggage belonging to troops landing are allowed to leave the ship. Baggage.

1633. On the arrival of a transport at a station abroad, if available passenger accommodation exists after the requirements of the public service have been met, the general or other officer commanding may make requisition on the senior naval officer present for conveyance for individual officers or others, and their families, who may have applied for indulgence passages. Such passages will, except in special circumstances, be provided in order of juniority of ranks, and first class indulgence passengers on homeward voyages in transports on Colonial service are to be warned before embarking that they are liable to be landed at intermediate ports if their berths are required for individuals entitled to proceed at the public expense. This liability will fall in order of seniority, and any passenger whose berth is required may, at the discretion of the general officer commanding at the intermediate port, be allowed, instead of landing, to pay the cost of the packet passage involved. When second or third class passages are given as an indulgence, the cost of rations, calculated on the probable duration of the journey as estimated by the master of the ship or the naval authorities, is to be demanded from passengers by the staff officer in charge before they go on board, and by him handed to the master, or, in the case of third class passengers, to the district paymaster. If the ration charges are not paid, such passengers are not to be allowed to embark. If the voyage will take the passengers through the Suez Canal, the canal dues are to be paid at the same time. Passages from stations abroad.

#### Disembarkations.

1634. On the day previous to arrival in port, kit-bags should be got up from the hold or baggage room and issued to the owners. Men and families should be cautioned that no rubbish, old clothes, &c., are allowed to be thrown overboard while the vessel is in dock, and steps should be taken to have a general clearing the day before arrival, after the men have had access to the bags. Kit bags.

1635. As soon as the ship is alongside sentries will be posted to prevent soldiers leaving the jetty without permission. Sentries.

1636. The officer commanding will take all necessary steps for the troop-decks, married quarters, issue rooms, latrines, and wash-houses to be as far as possible thoroughly cleaned before the troops disembark. If necessary, a party should be detailed to remain on board to finish this work after the main body has left. Clean.

1637. Before disembarking, the commanding officer is to prepare and hand to the master the following returns and certificates upon Admiralty Forms, which will be supplied to him by the master:— (1) Disembarkation return in duplicate; (2) mess certificate; (3) ration and forage certificate (in a transport when the owners supply provisions); (4) freight certificate; (5) certificate of the number of invalids (if any) conveyed under medical charge of the ship's surgeon; (6) voyage report (in the form prescribed by "Transport Regulations"). Returns for Master.

1638. The speedy disembarkation of the troops mainly hinges on the landing of heavy baggage. The following instructions will be observed when there is a large number of troops: A party of one officer (a captain if possible), five non-commissioned officers and 40 privates will be detailed as the shore party, and a similar number as baggage-room party. The whole should be taken from Landing heavy baggage.

(Q.R.)



one section, or, in the case of units, from one company. These parties will be paraded, before arrival in harbor, in sufficient time to enable the shore party to disembark immediately, orders are received from the staff officer that baggage will be landed at once. The second party is to proceed to the baggage room on receipt of orders. Relief parties of similar strength should be detailed, to be ready when ordered. Arrangements should be made for the safe custody of the kits of these parties during the time they are at work.

1639. If weather permits the whole of the "present use" and "light baggage" should be stacked on deck in a convenient place in readiness to be landed at once.

Checking  
bedding and  
utensils.

1640. The whole of the bedding will be taken in and checked before the disembarkation is commenced, and the mess utensils after the last meal on board. Troops under orders to anchor the morning or during the forenoon will be provided with a breakfast meal only. Should any men be detained after the dinner hour, the necessary utensils should be passed temporarily. If bedding has been withdrawn, and troops do not disembark on the day of arrival hammocks and blankets, according to scale, must be re-issued and a certificate returned that this has been done.

Bedding,  
re-issue of

Settling  
claims for  
losses, &c

1641. The following rules are to be observed in accounting for deficiencies of stores, bedding, and utensils, &c. on board—

(1) The master will prepare a list or duplicate of Admiralty Form 112 of any damages or losses of government stores placed in his charge, inserting the prices from the authorized scale. He will present two copies to the commanding officer, who, if he finds the claim correct, will retain one copy and sign the certificate on the other, and return it to the master as an acknowledgment that the troops are liable, and that the amount chargeable will be recovered from them. Payment for these articles is not to be made to the master, but to the district paymaster. The commanding officer is to take immediate steps to charge the amount against the troops concerned before they leave the ship, and is to account for the whole transaction to the staff officer on shore. The voucher signed by him should show where the credit will be accounted for.

(2) Losses and damages traced to the warrant quarters will be charged against warrant men only. No charge will be made against the troops for losses or damages caused by prisoners from whom no recovery is practicable, and a certificate should be furnished by the commanding officer to that effect.

(3) If the amount cannot be paid at once the commanding officer will furnish particulars of all charges to the district paymaster, who, in the case of transfers, reserves, movements, and transfers, will take steps to recover the money through the men's accounts. In the case of men on furlough and of returning passengers, the charges must be recovered by the commanding officer before the individuals concerned are allowed to leave the vessel.

Losses, &c.  
of ship's  
stores

1642. Losses and deficiencies of stores supplied by the owners of the ship will be dealt with as directed in paragraph 1541, but the amounts recoverable should be paid over to the master before disembarkation.

Advance of  
pay to shore  
troops

1643. The advance of pay issued to detachment, except those coming from India, should enable the commanding officer to meet charges. No instance should occur of troops leaving a ship without all proper charges for losses, &c., having been adjusted, either by the money being placed in the hands of the commanding officer, or by entries in the accounts of the men liable.



1644. Whenever arms, ammunition, and books are placed on board for the use and in charge of the troops, the commanding officer will be responsible either that all such articles are returned into the proper departmental store at the termination of the voyage—or, if they are required for other troops about to embark in the same vessel, that they are handed over to an ordnance officer, with detailed vouchers in triplicate, for transfer to the next commanding officer. The commanding officer will give a receipt for the articles, and obtain from the officer furnishing them a list in duplicate of the articles, which he will retain for information during the voyage, handing over one of such lists to the ordnance officer on arrival, and taking that officer's receipt upon the other list, which he is to transmit to the War Office. All deficiencies are to be accounted for, and the amount chargeable to the troops is to be recovered in the same manner as charges for other losses, and paid by the commanding officer to the ordnance officer to whom the articles should have been delivered. This officer will, without delay, pay the amount to the district paymaster.

Ordnance stores, how accounted for.

1645. An officer commanding troops in a transport engaged in carrying out Indian reliefs, will be furnished by the Army Ordnance Department officer by whom the stores are shipped with a manuscript ledger of the stores placed on board for the use of the troops. These stores are the property of the Indian Government, and all damages and deficiencies are to be accounted for, and the amount chargeable against the troops recovered, in the same manner as for other stores (*see* paragraphs 1641 and 1642). On the outward voyage the charges will be paid, and the ledger, with a list of the articles damaged and deficient and the prices paid for them, handed to the responsible officer at Bombay by the officer commanding. On the homeward voyage the commanding officer will hand the ledger and list referred to above to the officer or other representative of the Army Ordnance Department at the final port of disembarkation, and pay the charges to the paymaster of the district in which that port lies.

Accounting for Indian Government stores.

1646. The staff officer in charge will ascertain whether all steps are taken for the payment of charges, and in the event of an appeal being made against the amount by the troops, or any portion of them, the matter should be investigated at once, when those who can give information on the subject are present.

Staff officers to ensure payment.

1647. When a ship with troops arrives at any port at home, a telegram is to be sent immediately to the War Office, by the officer commanding at the port if a garrison, and if not, by the commanding officer on board, stating name of ship, whence arrived, and what troops are on board.

Report of arrival to War Office.

1648. On the arrival of troops in the port of destination the general officer commanding is to order the ship to be immediately visited by a staff officer for the purpose of making all arrangements for disembarkation. In ordinary circumstances neither troops nor families are to be permitted to leave the ship until the arrival of the staff officer, who will arrange with the officer commanding troops all details of the disembarkation. To save delay in searching for the commanding officer, that officer, accompanied by the adjutant, should be at the gangway on the vessel coming alongside.

Staff officer to visit on arrival.

1649. On the arrival of a vessel after 2 p.m., the disembarkation will take place next morning, unless, in the opinion of the staff officer, the troops can arrive at their destinations by nightfall.

Disembarkations in winter.

Documents to accompany men from abroad.

1650. When soldiers are sent home from abroad, commanding officers are to forward, in charge of the officer conducting them, all the documents required by the regulations in each particular case. When soldiers are sent home singly and are not in charge of an officer, they should be provided with an original "Statement of Accounts" an Army Form, B 127, and an embarkation return, but all other documents should be sent by post to their destinations. Nominal rolls of invalids, time-expired men, and men for the reserve, are to be sent direct to their destinations at least a fortnight before their embarkation (see paragraph 1795).

Bonuses to be handed out during the voyage.

1651. The following is a list of the returns to be prepared during the voyage and handed by the commanding officer to the staff officer in charge:—

- (i) A F—B 127, nominal rolls, in duplicate, of all the troops on board, by corps according to their position in the Army List.
- (ii) The same form in original for all Royal Artillery on board.
- (iii.) The same form in original for
  - (1) Western Division and Mountain Artillery for Plymouth (should the vessel call there).
  - (2) Invalids and lunatics for Netley, or invalids for Woolwich.
  - (3) All time-expired men and reservists.
  - (4) All other details who will be disposed of by the staff officer in charge.

The families are in each case to be shown as examined in specimen copy in the form

- (iv) A F—B 125 disembarkation return of details and A F—B 135 (disembarkation return of units, both in triplicate. If the detachments have been embarked at different ports, the place and date must be shown separately in the order in which they embarked, but in one return.
- (v) Voyage report (in the form prescribed by the "Transport Regulations" in triplicate. If a naval transport officer is on board, the reports should first be handed to him for his remarks and counter signature.
- (vi) Proceedings of boards that have been held during the voyage.
- (vii) Roll of men who have received an issue of rum.
- (viii) A certificate A F. O. 1777, signed by the officer commanding the corps to which the women and children belong, for every widow and orphan, and for every soldier's wife accompanied by her husband, showing that the bearer is entitled to free passage.

#### Disposition of Detachments Arriving from Abroad.

1652. Details arriving from abroad will be disposed of as follows:—

Transfers.  
Invalids.

- (i) Transfers, other than to the reserve, will be sent to their respective destinations.
- (ii) Invalids and their families will be sent for disposal to the Royal Victoria Hospital, Netley, except (1) those landing in the Thames or at Liverpool, who will proceed to Woolwich, and (2) those of the Mountain Artillery and Western Division Royal Artillery landing at Plymouth, who remain at that station.

(iii.) Time-expired men and men for transfer to the reserve will be dealt with in the district in which they disembark, except those arriving with their unit, who should proceed with it to its destination unless, in view of their intended places of residence, unnecessary travelling is involved, in which case arrangements for their disposal should be made in the district where they disembark. The discharges and transfers to the army reserve will, in the Southern District, be carried out at the Discharge Depot, and in other districts as may be arranged by the general officer commanding. When a vessel calls at Plymouth, men of the Mountain Artillery and of the Western Division Royal Artillery will be landed there.

Reservists, &amp;c.

Disposal: where carried out.

(iv.) Lunatic soldiers will be sent to Netley. Lunatic women are not to be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they are to be handed over to the authorities of their own parish. Pending arrangements for this purpose, the general officer commanding at the port of disembarkation will make local arrangements for their safety.

Insane soldiers and women.

(v.) Soldiers' orphans are to be sent to Netley. Widows, accompanied or unaccompanied by children, are to be sent direct to their homes.

Orphans, widows.

(vi.) Soldiers with invalided wives will be sent to their destinations.

Men with invalid wives.

(vii.) Men sent home for discharge on conviction of having made a false answer on attestation, or for discharge with ignominy, or as bad characters whose term of imprisonment has expired, are to be discharged immediately on landing by the general officer commanding at the port, their accounts being settled by the paymaster or other accountant ordered to perform this duty.

Men for discharge as bad characters.

(viii.) Prisoners for discharge, whose term of imprisonment has not expired, will be disposed of in accordance with the instructions contained in paragraphs 586, 587, and 592.

Prisoners.

(ix.) Military convicts and prisoners arriving without the proper papers to admit of their being removed to a military or public prison are to be detained in a provost prison, or in other military custody, until the arrangements laid down in the Army Act have been made for their removal to prison. Other military convicts and prisoners will be disposed of as directed in paragraphs 585 and 592.

Convicts and prisoners.

(x.) Parties of Royal Army Medical Corps disembarked from duty on board ship, as well as details arriving on relief from abroad, will, in the absence of other instructions, be sent to the depot at Aldershot.

Army Medical Corps.

1653. In the case of details the following officers will be required to remain until the disembarkation is complete :—

Officers required to remain.

Commanding officer, adjutant, and quartermaster; officers with sections of time-expired men, invalids, and transfers, &c., who are not to quit their parties until they have delivered them over at their destination and received permission to depart; the medical officer in charge during the voyage; and, when there are over 120 invalids for Netley or elsewhere, one medical officer in addition, with a third medical officer when the number of invalids exceeds 200.

1654. Prisoners will remain on board in custody until escorts arrive. The arrival of these escorts will be reported to the adjutant.

Prisoners.

1655. Parties or sections will be paraded according to orders issued by the staff officer. Officers in charge, who will be in possession of the men's documents, are to parade with them and see that

Details.

all have their kit-bags, which must have been examined by the Customs' officers.

Refresh-  
ments for  
long  
journeys.

1656. Officers in charge of parties proceeding long distances by rail should be warned that if they disembark before the dinner hour, they will be responsible for the provision of refreshments for their men on the journey. These should be obtained from the canteen on board, or the officer should ascertain from the staff officer the most suitable place to obtain them en route. The desirability of having the last meal on board and of the men taking a portion of it in their haversacks, if necessary, should be impressed upon all.

Inval-  
ids by car.

1657. Officers commanding detachments of invalids are to obtain from medical officers certificates that the men for whom conveyance by rail is required are unable to march.

Disposal of  
units' heavy  
baggage.

Customs  
examina-  
tion.

1658. The heavy baggage of units on being landed will be collected at a spot near the railway trucks, into which it will be loaded after the Customs' examination. To facilitate this examination, the officer commanding a unit will order all officers servants to attend with keys. A representative of the quartermaster, and of each mess, institution, company &c., will be also in attendance with all keys. All non-commissioned officers and men (not on duty) who have boxes, should attend to have them examined. A party of 40 men of the unit will be detailed to assist in sorting and stacking separately baggage belonging to each officer to the officers' mess, sergeants' mess, each regimental institution, each squad or company's arm chests, &c., and the quartermaster's stores.

Individual  
officers' heavy  
baggage.

1659. On being landed the heavy baggage of officers (except those with units, must be taken for clearance into the Customs shed, where it will be stowed in alphabetical order of the officers' names. Officers should, unless prevented by duty or illness personally attend to the landing of their baggage; when this is not done they may depose into sealed packets to do so. In the event of an agent being deputed, a signed declaration must be given to him, clearly showing the number and description of packages. No baggage will be passed by the Customs' officers until this document is produced.

Certificates of  
possession of  
officers' baggage  
before disem-  
barking.

1660. The commanding officer of the troops and another military officer will, before quitting the ship, sign a certificate in the following form, and deliver it to the master.

"This is to certify that I have been round the ship with and that no baggage, arms, or accessories of any description belonging to the troops are left on board.

Signed, &c.

"I have made full inquiry respecting the baggage &c. of the disembarked from this ship and find no complaints.

Signed, &c.

"Dated on board

at

on the

day

of

Inspection  
of decks.

1661. After the troops have disembarked, the officer commanding troops and the staff officer in charge will inspect the troop-decks, &c., in order to see that they have been cleaned to the satisfaction of the master who will occupy them.

### Mounted Troops and Horses.

#### General Instructions.

Regulations  
applicable  
to long  
journeys.

1662. The following instructions chiefly apply to long voyages. When the troops are only to be a night or so at sea, the arrangements are liable to modification.

**1663.** Detailed instructions for the fittings of horse transports are to be found in the "Regulations for Her Majesty's Transport Service." Fitting of horse transports

**1664.** Previous to embarkation, all horses are to be inspected as to fitness and as to freedom from infectious or contagious diseases. Very old horses, or those with delicate constitutions, should not be embarked. The veterinary officer must be prepared to furnish the medical history of every horse. Horses should, as far as is practicable, be newly shod, fore and hind, before embarkation. Horses for embarkation.

**1665.** Horses should not be in high condition when embarked, and low diet, coupled with slow, steady work, for some days previously, is an excellent preventative of disease. Horses should be kept fasting and without water for some hours before being put on board, as slinging is then least likely to prove injurious, and as they will then the sooner take their food after getting on board. Shoes are not to be removed. Treatment before embarkation.

**1666.** An officer and six men per squadron, battery, or company will receive the horses on the stable deck and place them in their stalls. A stable guard must be told off as soon as the men are embarked. Party to place horses in stalls. Stable guard.

**1667.** Saddlery and harness is to be brought on deck at least once a week for cleaning and airing. On a long voyage it should be put in dubbing, and the steel appointments should be well oiled before being packed up. Saddlery harness.

**1668.** The decks are to be well lighted. Lights.

#### *Transports Alongside.*

**1669.** On arrival abreast the ship, horses will be unsaddled or unharnessed, and the ship's halters, which should be laid out ready beforehand, will be put on under the head collars. The farriers will inspect the shoes while the saddlery and harness is being fastened in bundles (packed in the horse blankets in the case of cavalry) ready for carrying on board. The dismounted men will on arrival be told off into messes and after stowing away their arms, kits, &c., and putting on fatigue dress, will relieve the mounted men, who will then be similarly told off to messes, &c. The mounted men will then carry the harness and saddlery on board, handing it over at the harness and saddlery room to a party told off to receive and stow it. Wallets should be emptied of all articles required during the voyage before being stowed away. The mounted men will then return to their horses and prepare to embark them, while the dismounted men will get the baggage, vehicles, &c., on board. Articles required first on landing should be put on board last. Mounted men's duties. Dismounted men.

**1670.** Small-arm ammunition, and cartridges, fuzes, and tubes, in the case of artillery, will be taken on board and stowed in the magazine, and the guns, wagons, &c., will then be prepared for embarkation. Shell and case shot will not be stowed in the magazines, but will remain in the limber boxes. All small gear is to be collected, tied together, labelled, and stowed in the store. Vehicles of all arms of the service need not, as a rule, be taken to pieces, but whenever possible, will be hoisted in loaded, and without being dismounted. Ammunition, guns, and vehicles.

**1671.** When horses are walked on board by a gangway, each man will, in the case of the cavalry, lead his own on board. If there is much difficulty in getting a timid or restive horse down the gangway, a lead must be given to it by a quiet horse. If any Embarking horses—gangway.



How placed  
in stalls.

horse is very restive he should be blindfolded, or he may be backed along the gangway. To deaden the sound, and prevent slipping, coir mats or straw should be laid along the gangways and decks. Horses should be led in close succession, and without any check being allowed, in such order that those which have been accustomed to stand together in stables may be neighbours on the ship. On reaching the stable deck they will be handed over to the men whose duty it is to fasten them up. The far stalls are to be filled up first. The parting bars will be at once placed, and the hammocks will then be passed loosely round the horses. Any large horses should be placed in the "larger stalls" that are provided. Kickers should, when possible, be put in end stalls, and the "kicking boards" put up.

Slings.

1672. If horses are to be embarked by slinging, the head-rope should be fastened in the ordinary way round the neck; the bridle reins should be left loose (as they may be required for keeping the head in the proper position while lowering down the hatchways), but they should be knotted to prevent their getting entangled in the horse's legs. Slings should be minutely inspected before the embarkation begins. A double guy should be made fast to the horse's head, the ship's head collar being always put on before the horse is slung. One end of the guy should be held on shore, and the other on board, in order to keep the head steady.

Method of  
slinging

1673. Great caution is necessary in slinging horses. Five men are required, one at the head, one at each side, one at the breast, and one behind. One end of the sling is passed under the horse's belly, and both ends are brought up to meet over his back; one man passes his loop through the other loop, and it is received by the man on the other side, who hauls it through, looking the tackle to it, both men laddling up the ends of the sling until it is taut. The men at the breast and behind bring their ropes round and make them fast to the grummetts, and the man who holds the horse's head makes fast the guys to the ship's head collar. The breech band and breast girth must be securely fastened, or the horse may slip through them. Timid or restive horses should be blindfolded. When all is ready the word "*Hoist away*" will be given, and the horse is to be rapidly run up from the ground to the necessary height, and then carefully lowered down to the hatchway. Two or three men should be stationed at the hatchway and between decks, to guide the horse as being lowered and prevent any part of his body hitting the hatchways. A soft bed of straw or coir mats must be provided for the horse to alight upon, and the men who are stationed in the lower deck must be ready to receive him and take off the sling, as on first feeling his legs, unless fairly handled, he is apt to plunge and kick violently. When the sling is taken off, the horse is led to his place and bled up.

Securing  
horses in  
stalls.

1674. As each horse is placed in the stall, he is to be fastened up by the ship's head collar (which should be provided with two shanks), and the officer commanding the squadron, battery, or company, with the farrier, should see that all the horses are secured. In addition to the ship's head collar, the ordinary head collar may be left on or not, as thought advisable, but it is not to be used for fastening the horse. The horse's head should be tied rather short than otherwise. When mules are embarked, *collar*, collar shanks, instead of rope, should be used. The bridle and head rope are to be removed and kept by the soldier with his lot.

*Transports not Alongside.*

1675. When the transports cannot come alongside, the horses must be conveyed in boats or flats, and hoisted on board from them by slinging, as described above. Conveyance in boats.

1676. The method of embarking horses in boats or flats will vary according to circumstances. If the boats can come alongside a wharf, or can approach close to an open beach, the horses can either be led on board by gangways, or be slung in the manner described above, sheers or a derrick being erected. The head of the derrick must incline inwards when the horse is rising, but when he is high enough the head of the derrick or sheers must be forced out, to bring the horse over the boat. When the boats cannot come sufficiently near the shore to enable horses to be hoisted, piers or platforms should, if possible, be constructed, along which the horses can be led into the boats. The piers should always be provided with stout side railings about three feet high, and the floor covered with shingle, straw, or something to prevent the horses slipping. Walking or slinging on board boat.

1677. When embarking in boats, the detachment should be formed up opposite them, and the same rules, so far as practicable, followed as when embarking in vessels alongside a wharf. Each man must, in the cavalry, invariably accompany his horse, and take with him in the boat the whole of his kit, equipment, saddlery, &c. The men should take off arms, belts, and spurs. The horses should, if possible, be placed athwart the boat alternately, the head of one horse being on the starboard, and the head of the next on the port side. Each man must hold his horse until the vessel is reached, either standing up by the horse's head or sitting on the gunwale, as may be directed. Sand or straw should be put in the boats to prevent the horses slipping. General instructions.

1678. In the absence of boats and appliances, the following method of embarking horses by swimming may be employed, but great care must be taken in carrying it out :— Swimming.

(i.) The horses having been halted at a short distance from, and out of sight of, the point of embarkation should be stripped of all appointments except the bridoon and headstall, which latter should be close fitting.

(ii.) A horse having been led to the appointed place, two experienced hands prepare him for the water. No. 1 holds his head. No. 2 places the sling on and secures the straps with yarn, so as to prevent the sling opening in the water; he then fastens the breast rope and breeching securely. A rope of convenient length (about eight yards), with an eye at one end, is next passed round the neck and fastened rather tightly (without pressing) by an overhand knot, so as to prevent its becoming either looser or tighter. The bridoon is then taken off, and another rope attached to the lower ring of the headstall, under the chin. The use of this rope is to keep the horse's mouth above the water, while he is controlled altogether by the neck rope.

(iii.) The horse is then led into the water as far as he will walk towards the boat, in the stern of which should be a reliable hand, who receives the neck rope in his right hand, and immediately reeves it through the stern ring of the boat to secure additional power in the event of the horse plunging; the headstall rope he receives in his left hand.

(iv.) When the boat moves, the horse will in most cases follow until he gets off his legs into deep water. If he does not, one or

two men throwing water on his back will get him off. When once the horse is swimming, the neck rope should be hauled close up, while the headstail rope gently supports his chin.

(v) A small rowing boat with two oars will be sufficient. It should not be pulled too fast, or the horse will make no attempt to swim.

vi. On reaching the ship's side the hook and tackle should be lowered, the hook passed through the sling's eye, and the horse run quickly up and received on board, as directed in paragraph 1673.

Care should be taken to arrange the tackle so that the horse, in being hoisted in, is kept clear of the ship's side.

### *Management of Horses on Board*

1679. As a rule, horses in stalls should be sling in all weathers. In smooth weather the hammocks should be braced almost or quite close up to the horse's belly, so that he can throw his weight into it and rest himself. To brace up the hammock in rough weather would only have the effect of knocking the horse about, and would cause him to be severely injured by the parting bar and by the hammock itself. Therefore in rough weather the hammock should be loosened so that it may hang three or four inches below the horse's belly, to catch him if he falls. Being loosely sling in this way in rough weather, the horse stands on his own legs, and will give to the motion of the ship, and save himself from being knocked about. It is important to sling as just recommended in rough weather, as a horse falling and getting under the parting bar may seriously injure himself and his neighbors. To prevent this, a number of strong planks should be specially provided on every ship, and, in the event of a horse falling, should be at once inserted at the sides of the stall to prevent his getting under the parting bar or among the legs of the nearest horses. The hammocks should, if possible, be taken off once daily. It is necessary to use great quickness in making the ropes of the hammocks fast before the horses throw their whole weight on the canvas. In spring, mares are often troublesome in making the workwork can be covered with sheepskins. A supply of empty cornsacks should be placed on board, when stuffed with straw they make excellent pads for the protection of injured and exhausted horses, and will prevent them being jostled from end to end of the stall. They should be securely lashed to the wall stanchions or parting bars.

1680. At least five per cent of spare stall should usually be left in cases of transports, half on each side. The horses can then be shifted about, rubbed over, and their feet washed, and this should always be done when weather permits. Mutual rubbing legs and sponging eyes and nostrils are of the greatest consequence to the well-being of the horse and are to be carried out daily. Vinegar should be freely used for sponging the nostrils, lips, docks, and nostrils. Wet swabs made of louse cloth or felt should occasionally be pressed on the fore feet during long voyages. Fine cinders should be sprinkled under each horse to give him firm hold.

1681. Great attention must be paid to cleanliness, nothing or mud being allowed to remain in the stalls. Care must be taken to prevent their mouths becoming choked.

1682. Good ventilation is of the greatest importance in securing the necessary amount of health, and attention should be paid to seeing that the machinery for the purpose is kept in full working order.

1683. In heavy cases it is possible to keep the horses on deck, and thus being first had down. This is generally advisable,

Slinging  
generally

Spare stalls

Washing

Cleanliness

Ventilation

Active  
cases

especially in the case of some horses which, after a few days at sea, get very excited and endeavour to jump out of their stalls. Instead of tying them down more securely, it will generally be found that if they are taken out and allowed to stand they will become quiet at once, and begin feeding again. They can be put back in their stalls when the excitement has subsided.

1684. In rough weather, or on the occurrence of "Fire," as many men as can be spared should be directed to stand at the horses' heads. Rough weather.  
"Fire."

1685. A pharmacy with medicine is provided, as well as an ample supply of disinfectants, including gypsum for absorbing urine. Medicines.

1686. Loose boxes are provided for sick horses, and there are portable boxes, by means of which horses can be sent on deck for an airing. Veterinary slings and straps are also provided for sick horses. Loose boxes.

1687. Copies of the scale of rations for horses and mules and instructions for stable duties are hung about the decks. The scale of rations is given in the "Transport Regulations," but it is to be understood that the proportions of the articles in the ration are to be varied as circumstances demand. The secret of success in long voyages is to give only about 3 lbs. of oats to each horse daily, and proportionately increase the quantity of bran, which as a rule, should be moistened and mixed with the oats in large clean tubs, when these are provided as they should be, from which each horse's ration should be issued at each feed, thus ensuring the proper condition of the ration. The proportion of oats allowed may be increased on short voyages, and also on long voyages when the horses are nearing their destination. If, however, many horses get sick at any time on board ship, it is a good measure to generally reduce the oat ration and give more bran. On long voyages mangers are provided for oats. Mangers should be taken off when not required, and laid down in front of the horses. When mangers are not provided, the horses must be fed with oats from the nose bag, and with hay by hand. Scale of rations.  
Mangers.

1688. Watering is carried out, by means of tubs and buckets provided, from the pumps usually fitted on each stable deck. Horses should get at least eight gallons of water per diem, and be watered at least three times, and more frequently in hot weather. Watering.

#### *Routine of Stable Duties on Board.*

1689. *Morning Stables.*—Rake the stalls well out to the rear, sweep up the passage behind the horses, and sprinkle disinfectants. Water the horses and sponge nostrils, eyes, &c. Then feed as ordered. Stable duties.

*Midday Stables.*—Shift horses into spare stalls and on to the deck when practicable—pick and wash out feet, examine shoes, any loose ones being fastened. Thoroughly groom the body, brush and hand rub the legs, brush out mane and tail, and sponge nostrils and face, clean stalls, raise and clean platforms, the deck underneath being dried, and disinfectants used. When horses are clean, water, and then feed as ordered. After dinner the horses are to be fed with hay for an hour.

*Evening Stables.*—Rake stalls well out, sweep up, sponge nostrils, &c., as in morning stables, hand rub legs, water, and then feed as ordered. Stablemen afterwards feed horses with remaining portion of hay.



*Disembarkations.*General  
arrange-  
ments.

1690. Disembarkations are carried out in the same manner (though, generally speaking, in reverse order in regard to details) as embarkations, and similar precautions must be used to prevent injury to the horses.

Transports  
alongside.

1691. If transports are alongside a wharf, the saddlery and harness will be first landed, and then the men's arms, kits, and accoutrements, all of which will be deposited on the wharf at a sufficient distance from the vessel to allow space for the horses to be landed and formed up in line. It is better to get everything belonging to men and horses out of the ship before the horses are landed, as the men have not then to quit their horses after disembarkation. The ordinary head-stall and bridle will be put on before horses are disembarked; and the ship's head collar should also, when horses have to be slung out of the vessel, be kept on until the horses are on shore. If the horses can be led ashore, each man leads his own. If they have to be slung, the process is conducted in the manner described in paragraphs 1672 and 1673, the same orders applying also to the men in charge of horses. Straw or sand must be laid on the wharf for the reception of the horses, and men must be ready to prevent them from plunging or falling as they feel their legs on landing. The horses are apt at once to fall on their knees unless carefully held up.

Boats.

1692. When it is necessary to land horses in boats or flats, great care is necessary in lowering from the vessel, especially if there is any swell. The tackle of the sling must be let go the moment the horse reaches the boat, in order that he may be able to get his footing. The general rules as to management in the boats given in paragraph 1677 will apply. On nearing the shore, if no pier or landing stages are provided, horses must be made to leap out of the boats.

Swimming.

1693. Horses may, in cases of emergency, be disembarked by swimming. When this method is adopted, the horse should be lowered in the sling over the side of the vessel without fastening the breast rope or breeching. When the tackle is unhooked the sling opens, and is at once slipped from under the horse. The neck rope should be hauled up and secured, and the horse's head supported, as directed in paragraph 1678. If necessary, two horses may be made to swim ashore at a time, one at each end of the boat. It is important that horses should be kept at the point to which the others are to swim, as horses will always swim towards others which they see or land.

Dangers of  
swimming.

1694. Disembarking horses by swimming is not generally advisable, particularly after a long voyage, as it is liable to be injurious to the horses when reduced in strength; and the sudden transition from heat to cold is likely to be prejudicial, especially as the men may not have time to dry their horses properly. When adopted, care must be taken that the horses are cool before being put into the water.



**DUTIES OF MEDICAL OFFICERS; HOSPITALS, &c.****General Instructions.**

**1695.** All medical and hospital duties connected with the army are governed by the "Regulations for Army Medical Services." **Medical regulations.**  
**Military hospitals are classified as—**

- (i.) General hospitals.
- (ii.) Station hospitals.
- (iii.) Hospitals for soldiers' wives and children.
- (iv.) Hospitals in the field.
- (v.) Hospital ships.

**Classification of hospitals.**

**1696.** The internal administration of a hospital is under the medical officer in charge, subject to the authority of the general or other officer commanding the district or station. **Administration.**

**1697.** Hospital accommodation for officers is provided at Netley, Woolwich, Gibraltar, Malta, and Mauritius, under the conditions laid down in the "Regulations for Army Medical Services." **Hospital accommodation for officers.**

**1698.** If necessary, a guard will be furnished to the hospital, and the principal or senior medical officer will signify to the general or other officer commanding the station any particular orders he wishes to be given to the guard. **Guards.**

**1699.** General and other officers commanding stations will frequently visit the hospitals under their command, to satisfy themselves that they are conducted conformably to the regulations. They will arrange for divine service in hospitals and for the sick being visited by the appointed chaplain. These visits are not to interfere with the morning and evening visits of the medical officers. **Duties of officers commanding stations.**

**1700.** Such officers on garrison duty as may be directed by the general officer commanding to do so, will visit the station hospital daily, but not during the visiting hours of the medical officers. They will record their visits in the book (Army Book E-4) kept for that purpose, and bring to notice any irregularities which they may observe. **Visits by officers on duty.**

**1701.** Regimental officers should be allowed access to their men in hospital at suitable hours. **By regimental officers.**

**1702.** Patients will not have money or valuables in their possession, or receive pay or presents of food, drink, or luxuries without the permission of the medical officer in charge. **Rules for patients.**

**1703.** Applications for documents will be made by officers commanding units direct to the medical officer in charge of the hospital, in whose keeping they are. **Medical documents.**

**1704.** Commanding officers will, every Friday, send Army Form Return A 20 to the medical officer in charge of the hospital in which their sick are treated. **Returns.**

**1705.** Returns, showing transfers of men in hospital which have taken place during the month, will be rendered, on the last day of each month, by officers commanding batteries or companies of Royal Artillery and Royal Engineers to the medical officer in charge of the hospital in which their sick are treated. **Transfers of men while in hospital.**

**1706.** Patients will not be placed on diet on the day of admission to hospital, but will be subsisted on the rations supplied by their units. Whenever possible these rations will be sent to the hospital uncooked, in order that they may be prepared in the manner considered most suitable. **Diet of patients on admission.**

**1707.** Where there is no inspection room in barracks the sick and prisoners for medical examination will be marched to the hospital. At stations where an inspection room is provided in **Inspection room and sanitary.**

barracks the medical officer will there examine men reported sick, and prisoners. The furniture of the room will be in charge of the unit occupying the barracks. The officer commanding will furnish for the inspection room a permanent orderly, who should have a second class certificate of education, to be under the orders of the medical officer.

Examina-  
tion of sick  
and removal  
to hospital.

1708. The examination of the sick will be made at such hours as will enable them to reach the station hospital before the hour of the morning visit. The medical officer will send to hospital such as are found to be unfit to attend parade or to perform their duty. No soldiers are to be allowed to remain in their quarters as convalescents except such as are recommended by the medical officer to be placed on light duty. A list of the men recommended will be furnished daily to commanding officers.

Sick report

1709. The name of every soldier reporting himself sick will be entered in the "Sick Report" (A. F. B. 256) which will be prepared in duplicate. Particular care should be taken to ensure accuracy in filling in the particulars required by the form. If printed forms are not available the "Sick Report" is to be made out in manuscript on one third of a sheet of foolscap.

Sick sent to  
hospitals.

1710. The men of each unit sent to a hospital will be accompanied by a non-commissioned officer, who will take with him the "Sick Reports" (A. F. B. 256) in duplicate, and the kits of the sick. On the admission of the men their kits will be handed over to the hospital pack store, and a receipt in Army Book 182 taken for them, but their arms and accoutrements will be left with their units.

Hours of  
arrival at  
hospital.

1711. Except in cases of accident or emergency, the sick will, at home stations, arrive at the hospital before 9 A.M. in summer, and before 10 A.M. in winter. At stations abroad they will arrive by the hours determined upon locally.

Discharge of  
men from  
hospital.

1712. When men are to be discharged from hospital, the medical officer in charge will, on the day preceding their discharge, if possible, or as early as practicable on the morning of their discharge, notify the fact, in writing, to the officers commanding the units concerned, stating at the same time if he considers it advisable that the men should be exempted for a time from any particular duties, and specifying from which duties, and for what period. Each officer commanding will send a non-commissioned officer to see that the kits are correctly received over from the hospital pack store, and to conduct their men to barracks.

Hospital  
attendants.

1713. Hospital attendants for all duties will be furnished by the Royal Army Medical Corps, but medical officers may employ on light duties, without extra pay, patients whom they consider able to aid the hospital establishment. Should it become necessary to employ soldiers from other units either in lieu of or to supplement the establishment of hospital attendants officers commanding stations are authorized to furnish them on the application of the medical officer, and while so employed these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the medical officer in charge of the hospital.

Crimes com-  
mitted by  
soldiers in  
hospital.

1714. When a soldier temporarily employed in a hospital is made a prisoner, the medical officer in charge will at once report the case to the man's commanding officer for disposal. An offence committed by a patient in hospital will be similarly reported at the time, and dealt with when the man is discharged.

from hospital. Should the soldier's documents have been handed over to the medical officer, the latter will himself dispose of the case.

**1715.** When a patient in hospital becomes dangerously ill, or when there is apprehension of a fatal result, the medical officer in charge will at once send particulars to the officer commanding the unit to which the officer or soldier belongs, in order that his friends may be communicated with without delay. This must be done by letter, unless the cost of a telegram is defrayed from private sources. Similarly, the death of a patient will be immediately reported, with full particulars. Report of patients dangerously ill.  
Death.

**1716.** A medical officer will in every instance, when practicable, be present at the execution of the will of a patient in hospital, and will affix to the document a declaration stating whether or not the soldier was in a fit state of mind to execute a will. Execution of wills by patients.

**1717.** When medical officers in charge of hospitals or troops make reports or suggestions to the Principal Medical Officer on matters affecting the health of troops, or the sanitary condition of the locality, they will furnish a copy of the same to the officer commanding the station or troops; and in like manner, copies of reports made to officers commanding will be forwarded to the Principal Medical Officer. Sanitary reports furnished by medical officers.

#### Report when Civil Practitioners are Employed.

**1718.** When officers at a station employ a civilian medical practitioner to attend upon themselves or their families; or when soldiers do so for their families they will at once report the circumstance (forwarding a certificate as to the nature of the illness for the information of the officer commanding and of the medical officer in charge. The medical officer is authorized to visit any case of sickness occurring in barracks and married quarters to enable him to take the necessary sanitary precautions. Employment of civilian practitioners.

#### Hospital for Soldiers' Wives and Children.

**1719.** The families of non-commissioned officers and soldiers on the married roll may be admitted to these hospitals for treatment at the public expense, when there is available accommodation. Male children above the age of 10 (except in special cases) will not be admitted into them. Persons entitled to hospital treatment.

**1720.** The term "family" will be understood to include the wife of a soldier and his legitimate children and step-children under 14 years of age. Definition of "family."

**1721.** The commanding officer will give a certificate, on A. F. B. 247, showing whether the wife or child of a soldier coming to hospital for admission is on the married roll. Certificate for admission.

**1722.** The wives or children of soldiers not on the married roll can only be admitted (upon payment of the daily stoppage laid down in the "Allowance Regulations") under exceptional circumstances, or when their removal may be deemed necessary for the safety of the troops and public. Prior to, or in cases of emergency after, the admission of soldiers' wives and children not on the married roll, the sanction of the general officer commanding will be obtained, the following form being used:— Admission of families not on married roll.  
Special authority for such admission.

I recommend to the favorable consideration of the general officer commanding, for admission to the hospital for the wives and children of soldiers, as an exceptional case of a soldier of the regiment under my command, but not on the strength

The person is respectable and deserving of hospital treatment

The expenses of the above-mentioned person are guaranteed by me

Name  
Rank

Officer Commanding

\* I certify that  
now residing in barracks (or quarters), is suffering from  
and that the hospital is urgently required for the proper treatment of the case.

Medical Officer

The

Assistant Adjutant General

In cases of general and infectious disease, the general officer commanding will not admit without the approval of the principal medical officer

Orderly  
for the  
hospital.

1723. The officer commanding the station will cause an orderly to be detailed for duty at the hospital. The orderly will be under the orders of the medical officer in charge.

#### Medical Officers and Hospitals in the Field.

Position of  
medical  
officer  
attached to  
units on  
service

1724. A medical officer attached to a unit in the field will be guided in his duties by the "Regulations for Army Medical Services." He will be under the orders of the officer commanding the unit, but will be at the disposal of the principal medical officer of the division in which he is serving. His baggage will be carried in the regimental transport, and he will be supplied with a batman from the ranks of the unit. He will be furnished with a medical equipment, and with orderlies from the ranks of the unit as laid down in "War Establishments." All sick of the unit will be seen by him before they pass to the field hospitals, and before an action the regimental stretcher bearers and a medical cart with its equipment will be placed at his disposal.

Medical  
equipment  
and duties.

Rations on  
day of  
admission.

1725. The ration (if possible uncooked) and messing for the day of admission of any man admitted into a field hospital are to be sent thereto by the man's unit without delay.

Kits, arms,  
&c. in field  
hospitals.

1726. When sick or wounded are sent to a field hospital, their kits, arms, accoutrements, and ammunition will accompany them, and on admission will be at once entered in the pack store lists of the hospital, a receipt being given to the conducting party see "Equipment Regulations." Should the men proceed toward the base, their kits, &c., together with the lists, will be passed with them from hospital to hospital in accordance with the instructions in the "Regulations for Army Medical Services."

Weekly  
returns of  
men in  
hospitals.

1727. To enable commanding officers on service in the field to trace officers and soldiers of their units who may be admitted to hospital, a return, in duplicate, on A. F. A. 36 will be made out every Friday by the medical officer in charge of each hospital for the men of each regiment or corps therein. One copy will be sent to the officer commanding the Military Depot, or depot battalion at the base, to be filed in his office, and the other to the officer commanding the station, who will transmit these returns to the units concerned.

\* The medical officer who sends the patient to the hospital will fill up and sign this certificate

† Insert name and relationship

‡ Insert disease.

### Medical Officers doing Duty with Troops in Peace.

**1728.** A medical officer doing duty with troops is under the orders of the officer commanding the garrison, station, or unit to which he is attached. As regards medical and sanitary duties, however, he will be guided by the "Regulations for Army Medical Services," and in the absence of these he may receive from the principal medical officer.

**1729.** A medical officer attached to a unit will not be required to be present on parade except when the unit is inspected by the general officer commanding, or on special circumstances when his professional assistance is wanted and no medical officer has been detailed by the senior medical officer on duty.

**1730.** The name and address of the medical officer who will be available in case of accident should be communicated to the officer in command of every party proceeding to target practice, and such medical officers as not to be absent from his quarters or hospital while the practice is being carried on. If it appears to the officer commanding a station that exceptional circumstances render it advisable that a medical officer should be present on the rifle range during practice, he may, after consulting the principal medical officer, issue the necessary orders.

**1731.** At every review on the line of march the medical officer is responsible for the discipline of the men taken into the ambulance and for his command.

### Instruction in the Use of First Field Dressing.

**1732.** It is important that officers and soldiers should be acquainted with the component parts of the "first field dressing" and with the manner of applying the dressing to a wound. General officers commanding will therefore arrange for the instruction of officers and soldiers in this subject by means of lectures and practical exercises, and will endeavour to ensure that the instruction is given by the best instructors.

### Training of Stretcher Bearers.

**1733.** In every unit four men at least, per squadron and two per company, will be selected as stretcher bearers. These will be trained in the use of the stretcher, and will be made to carry a wounded man on a stretcher, and to transport him to the work place. The men selected should be of good character, and able to read and write. The training, whether in the regular forces, or in the Militia, Yeomanry, or Volunteers, will be carried out by medical officers, and the order of general officers commanding will be issued to the principal medical officers of districts.

**1734.** Commanding officers of units will ensure that the following instructions for the formation and instruction of stretcher bearers are distributed to the principal medical officers of the district, and that they are carried out in the most efficient manner.

**1735.** A list of the names of the stretcher bearers in each unit will be kept by the principal medical officer, and will be submitted to the senior medical officer in the district. The list will be kept up to date, and will be submitted to the senior medical officer in the district at the end of each year.

**1736.** When a unit has completed its training in the use of the stretcher, the principal medical officer will submit a report to the senior medical officer in the district.



## Training of Stretcher Bearers.

276

I 1224, which he will prepare in triplicate, for transmission through the commanding officer to the general officer commanding, who will send the Army Forms to the principal medical officer of the district. The latter will forward them to the medical officer he may detail as examiner, who will examine the class and complete the forms.

Record of  
Men trained.

1737. Any number of officers and men may qualify, and their names may be recorded in the Inspection Report (A F I 1224), one copy of which when completed will be retained by the unit, one by the general officer commanding, and one by the principal medical officer. Certificates of proficiency (A F E 526) will be granted to the Militia, Yeomanry, and Volunteers, but not to the regular forces.

Annual  
drills

1738. To ensure efficiency, all trained stretcher bearers will be required to attend at least four stretcher drills annually.

Appliances  
for instruction

1739. At the headquarters of each district the principal medical officer will draw and hold a supply of stretchers and appliances for the instruction of bearers. This equipment will, when practicable, on the application of commanding officers, and with the sanction of the general officer commanding, be issued on loan to units in which classes for instruction are actually formed. The unit to which the articles are issued will be responsible for their safe custody and carriage, and for their being returned in good order as soon as the class is broken up.

Medical  
organization  
during  
manœuvres.

1740. During manœuvres, bearer companies, field hospitals, and the regimental stretcher bearers will be organized and exercised as laid down in the "Regulations for Army Medical Services."

### Duties of Assistant Adjutant-General, Netley.

Reports as  
Invalids

1741. The assistant adjutant general at Netley Hospital will report to the units to which invalids belong all arrivals at, departures from, and deaths occurring in the hospital.

## ENLISTMENT, EXTENSION OF SERVICE, RE-ENGAGEMENT, TRANSFER, DISCHARGE, AND RECKONING OF SERVICE.

### Enlistment.

Enlistment.

1742. Instructions for conducting the recruiting service and enlistment, &c., of boys and men are laid down in the "Recruiting Regulations," which will be observed as though they formed part of these regulations.

### Extension of Service.

Applications

1743. Applications for extension of service will be submitted on A F R 221.

Extension of  
Army  
service.  
Conditions

1744. The following table shows the conditions under which extensions of service under Section 78 (1) (b) and (c) of the Army Act are to be carried out, and the competent military authority to authorize extensions:—

	Arms of the service, &c.	When.	Conditions.	To be authorized by
(i.) Warrant Officers.	All arms.	At any time.	If medically fit for service, have the right to extend their service to 12 years with the colours.	The G.O.C. or O.C. (as defined in paragraph 1804).
(ii.) Non-commissioned Officers.	(1.) All arms.	On the expiration of a year's probation as non-commissioned officer not below the rank of corporal, bombardier, or 2nd corporal.	If medically fit for service, have the right to extend their service to 12 years with the colours. This right to be exercised within one month of the expiration of the probationary service.	The officer commanding (as defined in paragraph 1804).
	(2.) Those who fail to exercise the right referred to in ii (1).	At any time after completing 3 years' service.	May be allowed to extend their service to 12 years with the colours.	The officer commanding (as defined in paragraph 1804).
(iii.) Other Soldiers.	(1.) Enlisted for not less than seven years with the colours.	At any time after completing 3 years' service.	May be allowed to extend their service to 12 years with the colours, provided they are thoroughly efficient soldiers and in possession of one good-conduct badge.	The officer commanding (as defined in paragraph 1804).
	(2.) Enlisted for three years with the colours, and nine years with the reserve.	At any time during their service with the colours.	May be allowed to extend their service to 7 years, and may subsequently extend it to 12 years, under class iii (1).	The officer commanding (as defined in paragraph 1804).
	(3.) Enlisted for short service.	On appointment as trumpeter, drummer, bugler, piper, or shoring smith. (Except those on the Permanent Staff of the Militia, Yeomanry, or Volunteers.)	To be required to extend their service to 12 years with the colours, on the understanding that if they revert to the ranks they will be permitted to go to the reserve on the expiration of the period of service with the colours for which they originally enlisted.	The officer commanding as defined in paragraph 1804).

1745. Soldiers who omit to extend their colour service while serving abroad, will not be permitted to do so after being sent home for transfer to the reserve. Soldiers ineligible.

1746. A soldier enlisted for a "regiment" of cavalry, will not be permitted to extend his service, unless he consents to be transferred to the "corps of cavalry" of which the regiment for which he enlisted forms part. The transfer will in such cases be sanctioned by the officer who authorizes the extension of service, and an entry of the transfer to the "corps of cavalry," and of the posting to the unit, will be made in the man's record of service, immediately after the entry of the extension of service. Extensions in the cavalry

Re-engagement.

1747. The following are the conditions upon which soldiers are permitted, in accordance with Section 84 of the Army Act, to re-engage to complete a period of 21 years' army service. This period will be reckoned from the date of attestation, and will include any period previously served in the reserve:— Conditions of re-engagement

# Re-engagement.

278

Para. 1747—  
(contd.).

	Arms of the service, &c.	When.	Conditions.	To be authorized by.
(i.) Warrant Officers.	(1.) Corps of Army Schoolmasters.	At any time after they have completed 11 years' army service.	If medically fit for service, have the right to re-engage, subject only to the veto of the Secretary of State for War.	The War Office.
	(2.) Other warrant officers.	At any time after they have completed 9 years' army service.	Do.	The officer commanding (as defined in paragraph 1804).
(ii.) Staff-Sergeants and Sergeants.		At any time after they have completed 9 years' army service.	Do.	Do.
(iii.) Other Soldiers.	(1.) Corporals, bombardiers, 2nd corporals, bandmen, pipers, and artificers.	Do.	May be allowed to re-engage at the discretion of the officer commanding.	Do.
	(2.) Trumpeters, drummers, and buglers.	At any time after they have completed 11 years' army service.	Do.	Do.
	(3.) Gunners, drivers, sappers, and privates.	Do.	Men in possession of two good-conduct badges, may be allowed to re-engage.  Other men of good character specially recommended by their commanding officer, may be allowed to re-engage.	Do.  At home, and abroad (except in India) - The G.O.C. In India - The commander-in-chief in India, and lieut. - general commanding in Bengal, the Punjab, Madras, and Bombay.

Armament artificers.

1748. Armament artificers who are in all respects qualified, and who are approved by competent military authority, may be re-engaged by the chief ordnance officer of the district, or, if serving at Woolwich, by the officer commanding the Army Ordnance Corps.

Mode of application.

1749. Commanding officers, when submitting applications for re-engagement, will forward the re-engagement paper, Army Form B 136, duly signed by the soldier and by the commanding officer, and a copy of the man's record of service, specifying under which of the headings in paragraph 1747 the application is made, and, in the case of class (iii) 3), clearly stating the special grounds of recommendation.

Veto of Secretary of State.

1750. When it is proposed not to allow the re-engagement of a warrant officer or sergeant, the application will be submitted for the consideration of the Secretary of State.

1751. When a soldier is considered medically unfit to re-engage, a medical board will be assembled to decide whether such is the case. Medical Board.

1752. Soldiers will not be permitted to re-engage under the following circumstances:—(1) If they decline to re-engage while serving abroad and have been sent home in consequence; (2) if, having 12 years' service or upwards, they are sent home from abroad for free discharge under the Royal Warrant for Pay, &c. Prohibitions to re-engagement.

1753. When a soldier who is eligible to re-engage desires to re-engage in another corps, an application for transfer for the purpose of re-engaging should be made as directed in paragraph 1767. Re-engagement in another corps.

1754. A soldier, enlisted for a "regiment of cavalry," will not be permitted to re-engage unless he consents to be transferred to the "corps of cavalry" of which the regiment for which he enlisted forms part. In such cases, the man will sign a declaration on A. F.--B 136 of his willingness to re-engage for such "corps of cavalry." The transfer will then be sanctioned by the officer who authorizes the re-engagement, and an entry of the transfer to the "corps of cavalry," and of the posting to the unit, will be made in the man's record of service, immediately after the entry of the re-engagement. Re-engagement in the cavalry.

1755. For the purpose of re-engagement under paragraph 1747 (iii) (1), the term "artificer" includes the undermentioned appointments:— Artificers.

Cavalry	...	...	<ul style="list-style-type: none"> <li>Raddlers.</li> <li>Saddle-tree-makers.</li> <li>Shoeing-smiths, or men training as such.</li> <li>*Tailors.</li> <li>*Shoemakers.</li> <li>Shoeing and carriage-smiths.</li> <li>Smiths.</li> <li>Wheelers.</li> <li>Collarmakers.</li> <li>Men who have qualified for the above appointments by a course of instruction at the Royal Arsenal.</li> </ul>		
Royal Artillery	...	...	<ul style="list-style-type: none"> <li>First class gunners.</li> <li>Layers.</li> <li>Machinery-gunners.</li> <li>Position and Range-taking specialists.</li> <li>Siege train specialists.</li> <li>Gunners, assistant photographers.</li> <li>Storemen.</li> <li>Magazine and lobby-men.</li> <li>Gunners for experimental duties.</li> <li>*Tailors.</li> <li>*Shoemakers.</li> </ul>	Employed at the School of Gunnery, Shoeburyness.	
Royal Engineers	...	...	<ul style="list-style-type: none"> <li>Shoeing-smiths.</li> <li>Collarmakers.</li> <li>Wheelers.</li> <li>Carpenters.</li> <li>Carriage-smiths.</li> <li>Men who have been trained for the above appointments, or in the special schools of the School of Military Engineering.</li> <li>*Tailors.</li> <li>*Shoemakers.</li> </ul>	Duly appointed as such in the Royal Engineer troops and field-companies.	
Army Service Corps			<ul style="list-style-type: none"> <li>Bakers.</li> <li>Butchers.</li> <li>Carpenters.</li> <li>Congers.</li> <li>Coppers.</li> <li>Harness-makers.</li> <li>Painters.</li> <li>Tinsmiths.</li> <li>Washers.</li> <li>Shoeing smiths.</li> <li>Saddle-smiths.</li> <li>Wheelers.</li> <li>Raddlers.</li> <li>Saddle tree makers.</li> <li>*Tailors.</li> <li>*Shoemakers.</li> </ul>	Army Ordnance Corps.	<ul style="list-style-type: none"> <li>Raddlers.</li> <li>Saddle-tree makers.</li> <li>Collarmakers.</li> <li>Wheelers.</li> <li>Carpenters.</li> <li>Tinsmiths.</li> <li>Smiths.</li> <li>Coppers.</li> <li>Sailmakers.</li> <li>Engineers.</li> <li>Painters.</li> <li>*Tailors.</li> <li>*Shoemakers.</li> </ul>

\* Employed as such, and certified to be good workmen.

Infantry ... ..	{	Pioneers; i.e. (for each Battalion)—
		3 Carpenters.
		2 Bricklayers.
		1 Smith.
		1 Mason.
		1 Painter and glazier.
		1 Plumber and gasfitter.
		1 Saddler.
		*Tailors.
		*Shoemakers.
Royal Army Medical Corps	{	Carpenters.
		Saddlers.
		*Tailors.
		*Shoemakers.

Continuance in the Service beyond 21 Years.

**Mode of application.** 1756. Applications to continue in the service beyond 21 years will be submitted on A. F. B 221.

**Conditions.** 1757. Soldiers who have completed or will within one year complete, 21 years' service towards limited engagement, will be permitted to continue in the service beyond 21 years, under Section 85 of the Army Act, subject to the following instructions :—

Arms of the service, &c.		Conditions of prolongation of service.	To be authorized by
(i.) Warrant Officers.	(1.) Army Ordnance Corps (including the Armourer Section).	May be allowed to continue serving subject to the provisions of the Royal Warrant.	The War Office.
	(2.) Corps of Army Schoolmasters.	Do.	The War Office.
	(3.) Army Pay Corps ...	Do.	The War Office.
	(4.) Indian Unattached List.	Do.	Lieutenant-generals commanding in Bengal, the Punjab, Madras, and Bombay.
	(5.) Other Warrant Officers.	Do.	The War Office.
(ii.) Non Commissioned Officers.	(1.) Army Ordnance Corps (Armourer Section).	May be allowed to continue serving on the recommendation of their commanding officer. (Not to be retained beyond 25 years' service.)	The officer commanding Army Ordnance Corps, Woolwich.
	(2.) Army Pay Corps and Corps of Military Staff Clerks.	May be allowed to continue serving on the recommendation of the general officer commanding.	The War Office.
	(3.) Other Departmental Corps.	May be allowed to continue serving on the recommendation of their commanding officer.	Officer in charge of the department.
	(4.) Royal Engineers (except those serving on the Permanent Staff of the Militia or Volunteers.)	Do.	The War Office.
	(5.) Army Service Corps and Royal Army Medical Corps.	May be allowed to continue serving on the recommendation of their commanding officer.	The War Office.

\* Employed as such, and certified to be good workmen.



Para. 1757—  
(contd.).

	Arms of the service, &c.	Condition of prolongation of service.	To be authorized by
(ii.) N.C. Officers—(contd.).	(6.) If serving at Regi- mental Depôts, Royal Artillery Depôts, or on the Permanent Staff of the Militia, Yeom- anry, or Volun- teers.	May be allowed to continue serving subject in the case of the per- manent staff to the limits of age prescribed by the Militia Regu- lations.	The officer com- manding (as defined in para- graph 1504).
	(7.) Other Non-Commis- sioned Officers.	May be allowed to continue serving on the recommendation of their commanding officer.	The general officer commanding (as defined in para- graph 1504).
(iii.) Other holders.	(1.) Serving at Regi- mental Depôts, Royal Artillery Depôts, or on the Permanent Staff of the Militia, Yeom- anry, or Volun- teers.	May be allowed to continue serving subject in the case of the per- manent staff to the limits of age prescribed by the Militia Regu- lations.	The officer com- manding (as defined in para- graph 1504).
	(2.) Serving elsewhere	May be allowed to continue serving if of good character, and specially recommended by their commanding officer.	The general officer commanding (as defined in para- graph 1504).

**1758. — Canceled.**

**1759.** The commanding officer is authorized to bring forward for discharge a soldier (other than a warrant officer or a re-enlisted pensioner), who has been permitted to continue in the service beyond 21 years, at any time if it is desirable, in which case the man will be discharged under Class XXI of para. 1505. A month's notice should, as a rule, be given to the soldier. Special instructions as to the discharge of warrant officers, who have completed 21 years' service for pension, will be found in para. 1505 (xxiv) and (xxvii) and in the Royal Warrant for Pay, &c.; and, as to the discharge of re-enlisted pensioners, in para. 1505 (xxi) and (xxiv) and in the Regulations for Recruiting.

Discharge  
of other  
soldiers.

**1760.** Soldiers (including warrant officers) who have been allowed to continue in the service beyond 21 years may claim their discharge at the expiration of any period of three months after they have given notice to their commanding officers of their wish to be discharged, and their discharges will be carried out under Class xxiii of paragraph 1505. The commanding officer is, however, authorized to diminish this period if to do so is to the interest of the soldier.

Claiming  
discharge by  
notice.

**Transfer to other Corps.**

*General Instructions.*

**1761.** In approving for a soldier's transfer to another corps, the man's commanding officer will, except as regards Classes i, iii, iv, paragraph 1767, forward a descriptive return on A.F. B 241, to the officer commanding the unit to which it is proposed to post him on transfer, who, if he consents, will sign and return the form. The man's commanding officer will then submit the application to the general officer commanding the district in which he is serving. Any objection or discrepancy will be brought to notice on the form of application. Except as provided in Section 83 of the Army Act, the consent of the soldier will invariably be required before transferring him to another corps.

Application  
for transfer.

Consent of  
the soldier.

# Transfer of Soldiers.

283

Commanding officers of certain corps defined.

1762. For purposes of transfer of soldiers the officers specified below are deemed to be the commanding officers of the corps:—

Royal Artillery.	(i.)				
		For Horse Artillery	....	....	* The Officer Commanding, Royal Artillery, Woolwich.
		For Field Artillery	....	....	* The Officer Commanding, Royal Artillery, Woolwich.
		Transfers to or from Eastern Division, or to Garrison Artillery generally of men of other arms of the service stationed in South-Eastern, Thames, and Eastern Districts	....	....	* The Officer Commanding, Royal Artillery, South-Eastern District, Dover.
		Transfers to or from Southern Division, or to Garrison Artillery generally of men of other arms of the service stationed in Belfast, Southern, Home, Scottish, North-Western, Aldershot, and Woolwich Districts	....	....	* The Officer Commanding, Royal Artillery, Southern District, Portsmouth.
		Transfers to or from Western Division, or to Garrison Artillery generally of men of other arms of the service stationed in Western, Dublin, Cork, Carragh, and North-Eastern Districts	....	....	* The Officer Commanding, Royal Artillery, Western District, Devonport.

A.O. 11  
1882.

(ii.) Royal Engineers.—The deputy-adjutant-general, Royal Engineers.

(iii.) Foot Guards.—The officer commanding the regiment.

(iv.) Army Service Corps.—The assistant-quartermaster-general, Army Service Corps.

(v.) Royal Army Medical Corps.—The director-general, Army Medical Service.

(vi.) Army Pay Corps.—The staff paymaster, Headquarters.

(vii.) Army Ordnance Corps.—The officer commanding Army Ordnance Corps, Woolwich.

To battalions abroad.

1768. In the case of non-commissioned officers serving at home, who wish to be transferred for the purpose of joining a battalion abroad, the consent of the officers commanding the home battalion and depot of the corps to which they wish to be transferred must be obtained.

Dates for transfer.

1764. A transfer should be authorized from a given date, and the soldier will be struck off the strength of the old corps from that date, and taken on that of the new, on the following day.

Disposal of documents on transfer.

1765. Immediately the transfer is authorized, the man's commanding officer will send to his new commanding officer A.F. B 278, and the document named therein, and A.F. B 279. He will also enter the entry in the man's small-book, and notify the man's commanding officer in charge of the original attestation, who will dispose of it as directed under paragraph 2120.

Modification of conditions of service on transfer.

1766. When a soldier is transferred to a different arm of the service, he should be informed that the conditions of his service will be modified so as to correspond with the general conditions of service in the arm to which he is transferred in accord-

\* These matters will date, when necessary, where the man is to join.

ance with Section 83 (3) of the Army Act, and a note thereof will be made in his record of service. In the case, however, of men enlisted for seven years with the colours and five years in the reserve, the conditions of service will not be modified on transfer to the Foot Guards, Army Service Corps, or Royal Army Medical Corps.

**Special Instructions to certain Classes of Transfer.**

**1767.** The following table specifies the circumstances in which a soldier may be transferred from one corps to another, and the officers by whom such transfers may be authorized :

**Various  
classes of  
transfer and  
special in-  
struction.**

Classes of transfer.	Competent authority to transfer.	Special instructions.
(1.) To the Royal Artillery, Royal Engineers, or Foot Guards recruits who have not been finally approved.	O.C. regimental district or other recruiting area.	Applies only to cavalry and infantry recruits who fulfil the necessary requirements. The proceedings directed in paragraph 1701 will not be necessary.
(2.) To the Royal Artillery, Royal Engineers, or Foot Guards (men of 3 months' service and upwards serving in units at home).	G.O.C. ... ..	The transfer of a non-commissioned officer will not be authorized unless a vacancy exists in his rank in the unit to which he wishes to be posted on transfer. The commanding officer as defined in paragraph 1702 will give instructions in each case as to the destination of men transferred to the Royal Artillery. Applicants for transfer to the Royal Engineers for service in the companies should be accompanied by a trade report on Army Form B 194. Men transferred to the Royal Engineers for duty with the companies will be sent to Chatham, and those for duty with the troops to Aldershot. In the case of transfers from the Royal Engineers the officer who authorizes the transfer will inform the adjutant-general that he has done so.
(3.) Recruits irregularly enlisted for corps for which they are not eligible.	O.C. regimental district or other recruiting area.	The recruit must fulfil the requirements of the corps to which it is proposed to transfer him. In the case of men desirous of transfer to the Royal Artillery, Royal Engineers, or Foot Guards, the consent of the commanding officer of their corps, as defined in paragraph 1702, must be obtained.
(4.) Men under 20 years of age, except those who are exempted from the provisions of the Army Act, 1881, by virtue of being married or having a child.	O.C. of both recruiting areas.	Transfers of this class cannot be effected lawfully, but may be granted as a matter of grace, which are not likely to be detrimental to the public service. Orders commanding cavalry and infantry are to attach no binding force, with applications as follows— (a) If the applicant is of good character and gives evidence of good conduct, the commanding officer of the unit to which he is transferred may recommend him for consideration by the War Office. (b) When a recommendation is made by the commanding officer of the unit to which the applicant is transferred, the adjutant-general shall be notified of the date at which he will be in the ordinary course drafted from the depot.

# Transfer of Soldiers.

264

Para. 1767—  
(contd.).

Classes of Transfer.	Competent authority to transfer.	Special Instructions.
(v.) To enable a younger brother to serve with an elder brother (both units being in the same country).	G.O.C. ...	It will be stated in the application if a <i>bona fide</i> relationship is believed to exist between the men, as shown by the entries of next-of-kin in their small-books, and also if the conduct of both has been good. If the officer commanding the unit in which the younger brother is serving objects to the transfer, the general officer commanding may, if he thinks the objection valid, consider the advisability of taking steps for the transfer of the elder brother to serve with the younger. The transfer of a non-commissioned officer will not be authorized unless a vacancy exist in his rank in the unit to which he wishes to be posted on transfer.
(vi.) Transfer to or from the Royal Marines.	War Office ...	Commanding officers who are desirous of obtaining transfers of men of the Royal Marines to the corps under their command, or vice versa, will apply through the G.O.C. to the War Office, on Army Form B 241. The application will be accompanied by the man's defaulters sheets, and a certificate showing whether he is, or is not, in debt, and the amount and particulars of the debt, if any.
(vii.) To re-engage (both units being in the same country).	G.O.C. ...	The application should be made in time to allow of the man being re-engaged and transferred to his new unit before the expiration of his first period of service. The re-engagement should be carried out before the transfer, and the transfer of a non-commissioned officer will not be authorized unless a vacancy in his rank exists in the unit to which he wishes to be posted on transfer.
(viii.) For service on the permanent staff of militia or volunteers (infantry): (1) Soldiers serving at home. (2) Soldiers serving abroad.	G.O.C. War Office	Transfers should not be authorized, if a non-commissioned officer of the regiment in which the vacancy occurs is qualified for service on the permanent staff, and wishes to be posted thereto.
(ix.) To the Corps of the School of Musketry.	G.O.C.	
(x.) Between Hong Kong Regiment and Royal Artillery (Hong Kong and Singapore battalions).	G.O.C., Hong Kong.	
(xi.) Between West India Regiment and Royal Artillery (local companies and Royal Engineers local companies).	G.O.C. ...	These transfers may only be granted to native soldiers of the corps specified who are serving in the West Indies.
(xii.) Special transfers not provided for in above tables— 1. India.	C.-in-C. in India, Lieut.-generals commanding in Bengal, the Punjab, Madras, and Bombay.	Applications to be submitted through the general officer commanding, and full particulars of the reasons for the transfer to be given. This power to be exercised only in cases where the unit in which the soldier is serving, and that to which he applies to be transferred, are both stationed in India.

Classes of transfer.	Competent authority to transfer.	Special instructions.
xiii. Re-transfer from Army Service Corps, Royal Army Medical Corps, and from departmental corps.	G.O.C. ... .. A	Applies only to soldiers who were originally transferred from corps of the Regular Forces, and who wish to be re-transferred, or whose re-transfer is considered desirable under Section 53 (6) of the Army Act.
xiv. To Army Service Corps, Royal Army Medical Corps, and departmental corps from units at home.	G.O.C. ... ..	For special instructions, see paragraph 1768.

*Special Instructions as to Transfer to the Army Service Corps, Royal Army Medical Corps, and Departmental Corps from Units at Home.*

**1768.** Applications for transfer on probation to the Army Service Corps, Royal Army Medical Corps, and departmental corps will be submitted, on A. F. B 242, by the officer commanding the unit to which the man belongs to the officer commanding the corps to which it is proposed to transfer him (as defined in paragraph 1762). That officer will, in returning the application to the officer commanding the unit, state thereon whether the man is accepted or not. If accepted, the officer commanding the unit will then submit the application to the general officer commanding the district, who will authorize the probationary transfer without reference to higher authority.

**1768A.** The men transferred to these corps will be required to undergo a probation for a period not exceeding three months, during which time they will be retained on the strength of their original corps.

**1768B.** If the probation is satisfactory the final transfer will be carried out by the general officer commanding the district in which the man is serving, and will take effect in the Staff Clerk Section, Army Service Corps, or in the Army Pay Corps, from the date of commencement, and in other cases from the date of completing the probation. A copy of the order confirming the transfer will be sent to the officer commanding the men's previous units.

**1768C.** If the probation is not satisfactory, the general officer commanding will authorize the man's return to his unit.

**1768D.** The qualifications for transfer to each of these corps, and the dates on which the applications are to be submitted, are as shown in the following table.



Corps to which transferred is desired.	Class of men eligible.	Qualifications required.	When to be submitted.
(1) Staff Clerk (Second Class Division).	All arms, not above rank of serjeant.	Services - Not less than 2 years. Character - Very good. Education - Second class certificate.	At any time.
(2) Hereward Cavalry.	Cavalry of the Line and Horse and Foot. * Driver, including armoured private.	Services - 7 years and upwards and willing to extend to 12 years. Character - Good.	Cavalry, 1st April. Artillery, 1st October.
(3) Transport (Road).	* Privates who are wheelwrights, carriage or blacksmiths, collar makers, or accustomed to work of the road.	Services - One year and upwards. Character - Good. Age - 17 to 30 years. Height - Not over 7 feet 7 inches, except for black. Weight - Measurement - Not under 140 lbs. Education - Able to read and write. Condition - Unmarried.	Cavalry of the Line, Foot Guards.
(4) Supply (Road).	* Privates who are bakers, butchers or clerks.	Services - One year and upwards. Character - Good. Age - Under 30 years. If light - being as recruits for Royal Army Medical Corps. Not under 16 years of age. Height - Not under 5 feet 6 inches. Education - Able to read and write. Condition - Unmarried.	During the 1st quarter of each year. During the 2nd quarter. During the 3rd quarter. During the 4th quarter.
(5) Army Ordnance Corps.	* Privates the most suitable being clerks, sappers, wheelwrights, makers, wheelers, carpenters, tinmiths, blacksmiths, coopers, painters, and joiners.	Services - One year and upwards. Character - Good. Age - Under 30 years. If light - being as recruits for Royal Army Medical Corps. Not under 16 years of age. Height - Not under 5 feet 6 inches. Education - Able to read and write. Condition - Unmarried. Candidates for the Royal Army Medical Corps must be certified by the medical officer examining them as fit to serve in the corps.	The Royal Scots to the 1st quarter. The Welsh Fusiliers, The South Wales Borderers to the 2nd quarter. The Royal North Devonshire Regiment to the 3rd quarter. The Royal Berkshire Regiment to the 4th quarter.
(6) Army Pay Corps (3rd Division).	All arms, not above rank of corporal.	Services - One year and upwards. Character - Very good. Education - Second class certificate.	At any time.

\* Non-commissioned officers may also volunteer, but on the understanding that they revert to the ranks before leaving their regiments on discharge.

**Transfer to the Army Reserve.***General Instructions.*

**1769.** Whenever a soldier is brought forward for transfer to the reserve, his commanding officer will prepare the "Proceedings on Transfer to the 1st Class Army Reserve" (A. F. -B 2056). The form will be completed and the man's documents disposed of, in accordance with the instructions on the form. Preparation and disposal of documents.

**1770.** The course to be adopted in the case of men whose documents are missing or incomplete will be:—(1) If the soldier has no claim against the public, or if, having a claim, he has no objection to its settlement being deferred, his transfer will be at once proceeded with; (2) if he has a claim, and wishes it to be settled previous to transfer, the case will be reported to the War Office. Missing documents.

Transfer should not be delayed on account of conduct and character being unknown, when the soldier is willing to be transferred without their being recorded on his character certificate (A. F. -B 2077). In this case the reason for no character being given should be entered on the certificate, and the man should be informed that, as soon as the necessary information has been obtained, he will be communicated with, with a view to his being provided with a fresh certificate.

**1771.** Each man on transfer will be given an envelope (A. F. -B 14) containing— Documents to be handed to the soldier.

- (i.) Railway and passage warrant (if necessary).
- (ii.) Parchment (Reserve) certificate, A. F. -B 426.
- (iii.) Parchment certificate of character, A. F. -B 2077 (see paragraph 1528).
- (iv.) Instructions for reporting himself on transfer, A. F. -B 424.
- (v.) A form of recommendation for civil employment (A. F. -B 402) in special cases, as directed in paragraph 1530.

Before a soldier of the corps of the School of Musketry is transferred to the reserve, he will be retransferred under Section 83 (6), of the Army Act to his former corps. The retransfer will, in such cases, be carried out by the commandant of the School of Musketry without reference to higher authority, and the man's documents, together with the "Proceedings on Transfer to the Army Reserve" (A. F. -B 2056) will be sent by that officer to the officer charged with the custody of the documents of army reserve men of the corps to which he is retransferred.

**1772.** The soldier will state at the same time his intended place of residence, and will be warned that if he does not report himself immediately he will forfeit all reserve pay for the period during which he fails to do so. Soldiers to report themselves on transfer.

**1773.** The men will be directed to report themselves on transfer to the officers charged with their payment, or, in India, to the general officer commanding the district in which they intend to reside, from whom they will receive instructions from time to time. These officers will refer the men's names to the officers in charge of their original attachments, and will inform those officers if a reservist quits the command, and also report all casualties as they occur. Soldiers to report themselves to the officers in charge of their original attachments.

**1774.** The documents of men transferred to the reserve will be sent to the officers charged with their custody under the "Regulations for the 1st Class Army Reserve." Those of men permitted to reside in India, after transfer to the reserve elsewhere than in that country, Documents to be sent to the officers in charge of their custody.

## Transfers to the Reserve.

188

Medically  
unfit.

will be sent to the commanding officer in India for transfer to the general officer in whose command the soldier is to be sent.

1775. A soldier who is found medically unfit, on being examined prior to transfer, will be brought forward for a discharge as an invalid. Ruptured soldiers who, up to the date of transfer, have performed their duties without serious dereliction will not be invalided for this cause alone. A note will be made on A F B 2056 to the effect that if recalled to the colours they are only available for home defence and preferably for duty in a garrison. If unable, from temporary illness, to proceed to his home, his transfer will not be carried out until he is fit to travel.

Employ-  
ment as  
recruiters.

1776. On the transfer to the reserve of sergeants who are desirous of employment as ordinary recruiters, commanding officers will, if they recommend them, notify their names and addresses to the officer commanding the regimental, militia or volunteer artillery district, or recruiting area, in which they intend to reside.

### *Transfer on Expiration of Army Service*

Recording  
cause of  
transfer

1777. When a soldier is transferred to the reserve on the completion of his period of army service, the cause of transfer in the "Proceedings on transfer to 1st Class Army Reserve" (A F B 2056), and in the parchment reserve certificate (A F D 426) will be worded "on the expiration of his period of army service."

Soldiers  
serving at  
home

1778. The commanding officer is responsible that a man serving at home is sent, by the time that his army service expires, to his selected place of residence in the United Kingdom.

Soldiers sent  
home from  
abroad

1779. Soldiers who have completed their army service abroad, will be sent home by the first convenient public opportunity, and on arrival will be sent to the places specified in paragraph 1652 (m). Their transfer to the reserve will then be carried out with the least possible delay. The "Proceedings on transfer to the Reserve" (A F B 2056) and the documents therein named, together with the reserve certificate (A F D 426) and character certificate (A F B 2077), will be prepared and sent home with the men. The total service and the service abroad will be entered in pencil on the reserve certificate, the additional service to the date of transfer being afterwards added by the officer who executes the transfer.

Soldiers  
allowed  
to remain  
abroad

1780. Soldiers who complete their period of army service while serving in India or in a colony in which there is a British garrison, may be permitted to remain at the station, subject to the instructions contained in the "Regulations for the 1st Class Army Reserve."

### *Transfer on Expiration of Army Service at Home*

Conditions

1781. The transfer to the reserve of soldiers who have not completed their period of army service in India or in a colony in which there is a British garrison, and who may be granted when the exigencies of the service permit. A normal total of ten of five years' service and upwards and good character, who are desirous of such transfer will be kept in consideration at home.

Soldiers  
serving at  
home

1782. The number of men registered and their length of service will also be shown in the monthly returns, and, when it is intended to allow any of the men to pass to the reserve, the necessary returns will be issued from the War Office. Urgent cases, recommended by the officer commanding, will be submitted on A F D 433 to the War Office through the general officer commanding.

188

1783. The cause of transfer will, in such cases, be worded as follows in the proceedings on transfer to the reserve, and in the parchment reserve certificate:—"With his consent, before the expiration of his period of army service."

Recording cause of transfer.

1784. The following soldiers will not be allowed to pass to the reserve before the expiration of their colour service:—

Soldiers who are ineligible.

- (i.) Re-engaged men.
- (ii.) Men who have received bounty on extending their service (unless they are willing to refund the bounty).
- (iii.) Drummers, trumpeters, buglers or pipers.
- (iv.) Men enlisted as boys, who are in the band, or employed as tailors, or in other trades.
- (v.) Men with characters less than "good."
- (vi.) Men undergoing imprisonment.
- (vii.) Men of the Army Pay Corps.
- (viii.) Artificers of the Army Ordnance Corps.

1785. Soldiers serving at home (except those belonging to the cavalry) who have not re-engaged, and who desire to serve in Section D, 1st Class Army Reserve, and are eligible for that section, may be permitted, at any time within the fortnight immediately preceding the completion of their 12 years' army service, to convert the remainder of their army service into service in Section C, 1st Class Army Reserve, and, on transfer to that section, will be re-engaged for Section D, on A. F.—D 441.

Section D.

#### *Transfer on Conversion of Army Service—Abroad.*

1786. Abroad general officers commanding may authorise the transfer to the reserve, on conversion of army service, of men serving within their commands, without reference to higher authority, subject to the following instructions:—(1.) Men of good character, of seven years' service and upwards, who have not extended their army service may be transferred in order to take up work within the command, provided that the state of the unit permits, and that the general officer commanding is satisfied that the employment offered is genuine and likely to be permanent. The men for transfer are to be selected according to the merits of each case, but no men of the classes mentioned in paragraph 1784 are to be transferred. (2.) No transfer is to be allowed to men who wish to quit the command, or to men who do not fulfil the conditions prescribed above, without previous reference to the War Office.

Soldiers serving abroad.

Conditions.

#### *Transfer on Reduction to the Ranks.*

1787. When a soldier of between 5 and 12 years' service wishes, on reduction to the ranks, to be transferred to the reserve, the case will be submitted for the decision of the general officer commanding. If the man has re-engaged, his re-engagement will be cancelled before transfer. If serving abroad he will, unless permitted to remain at the station, be sent home, by public opportunity, for the transfer to be carried out. In these cases the cause of transfer will be worded as follows in the "Proceedings on Transfer to the Reserve" and the parchment reserve certificates:—"At his own request on reduction to the ranks."

On reduction to the ranks.

Recording cause of transfer.

#### *Re-transfers from the Army Reserve.*

1788. The conditions under which men of the army reserve residing in the United Kingdom are permitted to rejoin the colours, (S.R.)

are laid down in the "Regulations for the 1st Class Army Reserve." Applications for re-transfer will be addressed by the officer in charge of the man's documents to the officer commanding the corps to which it is proposed to re-transfer him, by whom they will be submitted to the War Office. The application will be accompanied by a certificate, signed by a military medical officer, showing that the man is fit for general service at home and abroad. The re-transfer to the colours of army reserve men residing in India or the colonies may be authorized by the general officer commanding, subject to instructions from the War Office. On re-transfer the man's documents will be completed and sent to the corps to which he is re-transferred.

### DISCHARGE AND RECKONING OF SERVICE.

#### General Instructions.

**Proceedings on discharge.** 1789. When a soldier is brought forward for discharge, his commanding officer will, except as regards paragraph 180, proceed in (1), in (2), and in (3), prepare the "Proceedings on Discharge" (A. F. B. 268) for confirmation in accordance with the instructions thereon.

**Comparison of attestations.** 1790. On the discharge of a soldier at home, or from the West India Regiment or Royal Malta Artillery, on the termination of his first period of engagement, or as is specially fitted for further service, the officer who carries out the discharge will obtain the original attestation from the officer specified in paragraph 2129, compare it with the duplicate, and return it to that officer for preservation.

**Unsettled claims.** 1791. When a man on discharge at home, submits a claim which cannot be settled on the spot, the discharge documents will be completed and forwarded to the War Office, for settlement of the claim and confirmation of the discharge.

**Missing documents.** 1792. The course to be adopted in the case of men whose documents are missing or incomplete is as laid down in paragraph 1779.

**Advance of pension abroad.** 1793. When a soldier who is entitled to a pension is discharged abroad, and receives an advance or account of pension, the advance will be recorded in words on the discharge certificate.

**Discharge of men returning from abroad.** 1794. Soldiers who complete their period of engagement while serving abroad and who are not permitted to remain abroad will be sent home under proper chart by the next convenient opportunity, and on arrival will be sent to the place specified in paragraph 1652 (iii). Their discharge will then be carried out with the least possible delay. A. F. B. 268 and the documents therein named, together with the discharge certificate (A. F. B. 128), and certificate of attestation (A. F. B. 267) will be prepared and sent home with the man.

**Return of men from the Mediterranean.** 1794. A copy of the pamphlet on the "Advantages of the Mediterranean" will be given to all of the European troops and naval officers and men returning from the theatre of operations at the same time that they receive their paymaster's certificates of discharge. Their attention is to be specially directed to the favourable terms offered which they can gain from the Mediterranean.

**Discharge of men returning from abroad.** 1795. Commanding officers abroad will, fortnight before the date of embarkation, transmit to a mail box of the post about to be sent home for discharge to the following officers:

Notes should be taken—whenever a soldier's bank account is being closed up, it is to be noted that the only way a great inconvenience is caused by delay in the arrival of these documents. In the case of men serving in India, the balance will be remitted to the War Office by means of a Military Account Form 22. In other cases the balance will be transferred to the depot by means of Savings Bank Transfer Statement, Form A.



Royal Artillery ...	The officer-in-charge, Royal Artillery Record Office, Woolwich.
Royal Engineers ...	The deputy adjutant-general, Royal Engineers. Record Office, Chatham.
Cavalry ...	The assistant adjutant-general for cavalry, 41, Pall Mall, London, S.W.
Infantry ...	The officer commanding regimental district.
Royal Army Medical Corps ...	The director-general, Army Medical Service
Invalids ...	The assistant adjutant-general, Royal Victoria Hospital, Netley (or other officer specified in paragraph 1619).
Time-expired men and others who are to be discharged from the discharge depot ...	The commandant, Discharge depot, Gosport.
Men sent home for discharge in classes viii, x, xi, xii, xiii, paragraph 1405 ...	The general officer commanding at the port of disembarkation.

**1796.** On receipt of the nominal lists, the officer in charge of the original attestations will, in the case of men about to be sent home for discharge as medically unfit, or on termination of the first period of engagement, forward those documents to the assistant adjutant-general, Netley (or other officer specified in paragraph 1619, or to the commandant, Discharge depot, as the case may be, in order that it may be compared with the duplicate attestation, in accordance with paragraph 1790.

Attestations of men from abroad.

**1797.** Nominal returns of invalids for disposal, and of time-expired men and reservists from abroad, will be furnished as follows.

Returns of invalids and time-expired men.

Class of men.	By whom furnished.	To be sent to	Date upon which to be rendered
<b>(I.) Invalids for disposal—</b>			
(1.) Cavalry ...	A.A.G., Netley; elsewhere officers in charge of discharge documents.	A.A.G. for cavalry, 41, Pall Mall, London, S.W.	Monday of each week (date of attestation to be stated).
(2.) Infantry ...	Do.	O.C. Regimental Depot.	1st of each month.
(3.) Other corps ...	Do.	War Office	Do.
<b>(II.) Time expired men and reservists—</b>			
(1.) Cavalry ...	Commandant, Discharge depot; elsewhere officer in charge of discharge documents.	One copy to the A.A.G. for cavalry, 41, Pall Mall, London S.W., and a duplicate copy to the O.C. Depot, or the local establishment next to that of the group.	Do.
(2.) Infantry ...	Do.	O.C. Regimental Depot.	Do.
(3.) Other corps ...	Do.	War Office	Do.
<b>(III.) Men who die while under treatment at Netley, or while awaiting discharge at Netley, Gosport, &amp;c.—</b>			
(1.) Cavalry ...	A.A.G., Netley; or Commandant, Discharge depot; elsewhere officer in charge of discharge documents.	Assistant adjutant-general for cavalry, 41, Pall Mall, London, S.W.	As soon as possible after the death.
(2.) Infantry ...	Do.	O.C. Regimental Depot.	Do.
(3.) Other corps ...	Do.	War Office	Do.

**1798.** Nominal lists of men discharged will be rendered as follows, and blank returns will be forwarded when no discharge has been carried out, except where indicated, thus:—  
(Q.R.)

By whom furnished	No. of Form	To whom furnished.	On what date
(1) O.C. (as defined in paragraph 1801, except those named in 2, 3, and 6 below	A.F. B 2055.	G.O.C.	At Home — On Wednesday of each week
(2) O.C. regiments of Yeomanry Cavalry (for Permanent Staff only,	A.F. B 2055.	G.O.C.	At Home — As or directed by O.C. (as a rule, at commencement of training)
(3) A.A.O., Netley, Commandant, Discharge depot, Inspector of Gymnasiums, Commandant's School of Military School of Gunnery, Royal Military Academy, Royal Military College, Royal Military School of Music, Staff College, Duke of York's Royal Military School, Royal Irish Military School	A.F. B 99.	War Office	On Monday of each week
(4) At O.C. at home— (1) Except as regards permanent staff of Yeomanry cavalry	A.F. B 99.	War Office	On Monday of each week
(2) As regards permanent staff of Yeomanry cavalry	A.F. B 99.	War Office	At home as soon as possible after commencement of training
(5) G.O.C. abroad	A.F. B 99.	War Office	1st of each month

## Notification of discharge.

1799. Officers by whom the discharge of a soldier belonging to a corps not under their command is carried out, will notify at once to the main corps or its depot the cause and date of such discharge (in the case of Netley and of the discharge depot, this return will be sent monthly).

## Employment as recruits.

1800. On the discharge of sergeants who are desirous of being employed as ordinary recruits, the course laid down in paragraph 1776 is to be followed.

## Descriptive return of men discharged for misconduct.

1801. With a view to preventing the re-enlistment of men who have been discharged at home for misconduct, the confirming officer will (as soon as the man is discharged) transmit to the Editor of the "Police Gazette," New Scotland Yard, London, S.W., descriptive returns of such men, on A.F.—B 285, for insertion in the "Police Gazette."

## Disposal of documents.

1802. Instructions as to the disposal and custody of the documents after the discharge has been carried out will be found on the "Proceedings on Discharge" (A.F.—B 268).

## Special Instructions as to the Various Classes of Discharge.

## Procedure on discharge.

1803. Detailed instructions as to the procedure in the various classes of discharge of warrant officers, non-commissioned officers, and men (including the permanent staff of the Militia, Yeomanry, and Volunteers, if serving on army engagements), will be found in paragraph 1805. Discharges in special cases not provided for in that paragraph will not be carried out without a reference to the War Office through the general officer commanding in the case of warrant officers, or in the case of other soldiers, without authority from the general officer commanding.

## Definition of G.O.C. and A.A.O.

1804. The expressions "general officer commanding" and "officer commanding" in paragraph 1805 will be held to include the undermentioned officers.—

"General officer commanding" includes—

(1) G.O.C. in Ireland.

(2) G.O.C. districts or brigades at home.

(3) G.O.C. in India.

The lieut.-general commanding the forces in Bengal, the Punjab, Madras, or Bombay.  
G.O.C. districts in India.  
General (or other) officers commanding at stations abroad.

"Officer commanding" includes—

- O.C. regiments of cavalry.
- O.C. Royal Artillery districts (including local companies and the Hong Kong-Singapore and Ceylon-Mauritius battalions, R.A.).
- O.C. Militia or Volunteer artillery districts.
- O.C. divisions of artillery.
- Assistant commandant, School of Military Engineering.
- O.C. troops and companies Royal Engineers, Aldershot, O.C. "H" company Royal Engineers, India, or commanding Royal Engineers (provided they hold the rank of field officer).
- C.R.E. at the station in the case of local companies R.E. abroad.
- O.C. battalions of infantry, including West India Regiment.
- O.C. regimental districts (or in their absence the field officer serving at the depôt).
- O.C. Royal Army Medical Corps in a district at home or a command abroad, or O.C. the depôt.
- O.C. Army Service Corps in a district at home or a command abroad.
- Senior officer of the Army Pay Department in a district at home or in a command abroad.
- O.C. Army Ordnance Corps, Woolwich, and Chief Ordnance Officer in other districts at Home and in commands abroad.
- O.C. Detachment West India Regiment (Barbados).
- O.C. Royal Malta Artillery.
- O.C. Hong Kong Regiment.
- O.C. Chinese Regiment.
- O.C. Regiments of Yeomanry (or adjutant)—[for the discharge of members of the Yeomanry permanent staff serving on army engagements].
- Inspector of gymnasia.
- Recruiting staff officers.

Commandant	School of Musketry .. ..	For the discharge of soldiers serving at these establishments.
	School of Gunnery .. ..	
	Royal Military College .. ..	
	Staff College .. ..	
	Royal Military Academy .. ..	
	Royal Military School of Music .. ..	
	Duke of York's Royal Military School .. ..	
	Royal Hibernian Military School .. ..	

1805.	Competent officer to		Special instructions.
	Authorise discharge.	Confirm discharge.	

(L.) His references on enlistment being unsatisfactory— At stations away from the headquarters of the recruiting area. At other stations...	Recruiting officer.	Recruiting officer.	Applies only to recruits who have been attested pending reference to employers, &c. The discharge will be carried out by an entry on third page of attestation.
	Approving officer.	Approving officer.	

(M.) Having been irregularly enlisted— At home ... ..	G.O.C.	O.C.	When it is found that a recruit has been irregularly attested a report of the case, together with the man's attestation, is to be furnished to the general officer commanding. A report of the irregularity should be made to the War Office. Applies to native soldiers of colonial corps only.
	Abroad .. ..	O.C.	

Para. 1805—*contd.*

Competent officer to

Cause of discharge.	Competent officer to		Special instructions
	Authorize discharge.	Confirm discharge.	
(iii.) Not being likely to become an efficient soldier—			In discharges under (1), (2), and (3), the form of "Proceedings on Discharge" will be dispensed with, and the discharge will be carried out by an entry on the third page of the man's attestation.
(1.) Recruits rejected both by medical officer and approving officer.	Any approving officer or recruiting officer at the station where the recruit is rejected.	Any approving officer or recruiting officer at the station where the recruit is rejected.	
(2.) Recruits who have been passed by medical officer, but are rejected by approving officer.	G.O.C. ...	Do.	Cases under (2) to be reported to the general officer commanding, on A. F.—B 204, together with attestation. At stations where there is a recruiting staff officer, the general officer commanding may delegate to that officer the power of authorizing the discharge in such cases.
(3.) Recruits rejected by a recruiting officer stationed away from the headquarters of the recruiting area.	Recruiting officer.	Recruiting officer.	In cases under (3) of attested recruits who have been passed by a medical officer, but are considered by the recruiting officer at the place of enlistment, or at any other station away from the headquarters of the recruiting area, not likely to become efficient soldiers, the discharge may be carried out by the recruiting officer without reference to higher authority.
(4.) Recruits within three months of enlistment who are considered unfit for service.	G.O.C. ...	O.C. ...	In cases under (4), the medical officer is to report (at the end of each month), to the commanding officer, on A. F.—B 204, which will then be forwarded with the man's attestation to the general officer commanding, who will arrange for a medical board. If the man is found unfit, the general officer commanding will cause the man's discharge to be carried out without delay, and an extract from the proceedings of the medical board will be attached to the discharge documents. Recruits admitted to hospital prior to completing three months' service and found, after observation, to be of defective intelligence, but not actually insane, will also be discharged under (4).
(5.) Recruits who, after having undergone a course of physical training, are recommended by the examining board to be discharged.	G.O.C. ...	O.C. ...	In cases under (5), an extract of the proceedings and finding of the board should be attached to the discharge documents.
(6.) Soldiers of local battalions abroad who are considered unlikely to become efficient.	G.O.C. ...	O.C. ...	In cases under (6), the discharge should be authorized within six months of the date of attestation, except that in the case of the Hong Kong Regiment and the local battalions of the Royal Artillery recruited in India the period will be eight months.
(7.) Boys who, on reaching 18 years of age, are considered to be physically unfit for the ranks.	G.O.C. ...	O.C. ...	In cases under (7), the officer commanding will furnish a report to the general officer commanding, who will arrange for the boy's examination by a medical board, before deciding as to his discharge or retention in the service.
(iv.) Having been claimed as an apprentice.	O.C. ...	O.C. ...	When a soldier is claimed by his master as an apprentice, and the requirements of Section 96 of the Army Act are fully complied with, the man will be discharged forthwith.

Competent officer to			Para. 1805—contd.
Cause of discharge.	Authorise discharge.	Confirm discharge.	Special instructions.
(v.) Having claimed is on payment of 10/. within three months of his attesta- tion— At home ... .. Abroad ... ..	... .. ... ..	O.C. O.C.	The 10/. must be paid to the com- manding officer, paymaster, or regi- mental agent within three months of the date of attestation. Directly the money is received the discharge must be carried out, whether the recruit is at home or abroad. A copy of the receipt for purchase money, stating the name of the person by whom the money was actually provided, will, in each case, be kept with the man's discharge docu- ments.
vi.) Having made a mis- statement as to age on enlistment—  (1.) Soldier. who are under 17 years of age at date of application for discharge.  2) Soldiers who are between 17 and 18 years of age at date of application for dis- charge.	O.C. ... .. G.O.C. ... ..	O.C. ... .. O.C. ... ..	Applies only to soldiers serving in the United Kingdom who on enlistment stated their age as 15 years, or upwards, and for whose free discharge applica- tion is made by their parents on the ground that they are less than 18 years of age:— (1.) If the soldier is under 17 years of age, the commanding officer, after satisfying himself that the birth certifi- cate produced by the applicant refers to the soldier in question, will, without further reference, proceed with the dis- charge. (2.) If between 17 and 18 years of age, the application will be submitted for the decision of the general officer com- manding, together with the following documents:—(1.) The parent's applica- tion; (2.) the certificate of birth, with the commanding officer's certificate that it refers to the soldier in question; (3.) the soldier's duplicate attestation; (4.) statement of the soldier as to whether he wishes to continue serving or not; (5.) report obtained by the commanding officer from reliable sources as to the number and circumstances of the soldier's family, if that is made a point in the application.
vii.) Having been claimed by the parish authorities for wife desertion.	O.C. ... ..	O.C. ... ..	Applications for the discharge of married men, who, on attestation, falsely represented themselves as single will be dealt with as follows.— (1.) If the parish authorities apply for the man's discharge in consequence of wife desertion, and send a con- stable with a warrant for his apprehen- sion, the commanding officer will, with- out further authority, discharge the man, "in consequence of his having been claimed by the parish authorities for wife desertion"; and the discharged soldier will be handed over to the con- stable. If the parish authorities do not take the above steps, the soldier will be held to serve, and the commanding officer will, after obtaining the necessary evidence in support of a claim for alimony, make application to the War Office for authority to withhold a portion of the soldier's pay for the support of the wife, under Section 145 of the Army Act. (2.) If the wife



# Discharge.

295

Para. 1805— <i>contd.</i> Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
			applies for the man's discharge within six months from the date of attestation, and produces the necessary evidence in support of the claim the commanding officer will take steps for a portion of the soldier's pay to be withheld as above, or for summary proceedings to be taken under Section 32 of the Army Act, with a view to his discharge, if convicted, under Class vii. If six months have elapsed since his attestation, and the commanding officer considers it desirable to retain the man in the service, he will cause a copy to be sent to the wife to the effect that the soldier can only be discharged if claimed by the parish as above. Should the wife then claim alimony the commanding officer will make application to the War Office for authority to withhold a portion of the soldier's pay, and the case, having been thus dealt with, will not be reopened.
viii.) Having made a false answer on attestation— At home ... .. In India ... ..	G.O.C. Lieut. general commanding in Bengal, the Punjab, Madras, or Bombay.	O.C. ... .. O.C.	When a man has been convicted of "having wilfully made a false answer to any question set forth in the attestation paper" either under Section 31, 32, or 33 of the Army Act the general officer commanding will decide whether he is to be retained in the service or not.
Other stations abroad Men sent home for discharge	G.O.C. In India Lieut. general commanding in Bengal, the Punjab, Madras, or Bombay, or G.O.C. at other stations abroad	O.C. G.O.C. at port of disembarkation.	
ix.) Unfit for the duties of the corps— Re-enlisted pensioners	O.C.	O.C.	Applies only to those re-enlisted pensioners who, within three months of enlistment, have been found unlikely to become efficient.
Other soldiers— At home ... .. Abroad ... .. Men sent home for discharge	G.O.C. G.O.C. G.O.C. at stations abroad	O.C. O.C. O.C. port of disembarkation, or commanding depot.	Applies only to privates of the Army Service Corps, the Royal Army Medical Corps, and departments, corps, who are unfit for the corps for causes other than misconduct, and when it is not found possible to transfer to other corps. Non-commissioned officers will be dealt with under Class xiv. Men who are considered unfit in consequence of "misconduct" should be dealt with under Class x.
x.) Having been convicted by the civil power of— for of an offence committed before enlistment— At home ... ..	G.O.C.	O.C.	The special instructions under xi are also applicable to men discharged on conviction by the civil power. Every conviction of an offence of a felonious nature will be referred to the general officer commanding.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
In India ... ..	Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C.	When a soldier is sentenced by the civil power in India to imprisonment, the commander-in-chief in India, or the lieut. - general commanding in the Punjab, Bengal, Madras, or Bombay, is empowered to authorize the discharge at once in that country.
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xi.) Being incorrigible and worthless (or misconduct)— At home ... .. In India ... ..	G.O.C. ... Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C. O.C.	Applications accompanied by default sheet (or copy) and copies of civil convictions to be made on A. F.—B 120, to the general officer commanding, who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have misconducted himself with a view to discharge. In the case of a man whose last offence has been disposed of, the application should be made as soon as the case has been dealt with. In the case of a conviction by court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate should be sent to the governor of the prison. Men serving abroad will be sent home for discharge, unless they were enlisted at the station where they were serving when convicted, in which case they will be discharged locally.
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xii.) Having been sentenced to penal servitude— By court-martial or by civil power at home.	O.C. ...	O.C. ...	At home, the discharge is to be at once carried out, and the parchment discharge certificate sent to the governor of the prison.
By court-martial abroad	O.C. ...	G.O.C., port of disembarkation.	Men will be sent home to undergo their sentence. Their documents will be sent with them.
By civil power {	Colonies ...	G.O.C., port of disembarkation.	They are to be sent home for discharge unless they enlisted at the station abroad at which they are undergoing imprisonment. In this case the officer commanding will transmit the discharge certificate to the governor of the prison.
	India ...	Lieut. general commanding in Punjab, Bengal, Madras, or Bombay.	The commander-in-chief in India, or the lieut.-generals commanding in Punjab, Bengal, Madras, or Bombay, are empowered, in their discretion, to carry out the discharge immediately the man has been sentenced. If desired, the governor of the prison should be furnished with the man's default sheet and medical history sheets, or certified copies.

\* This heading is not applicable to boys. If a boy misconducts himself an application for discharge may be submitted under Class xiv.

Para. 1805—contd. Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
			applies for the man's discharge within six months from the date of attestation, and produces the necessary evidence in support of the claim, the commanding officer will take steps for a portion of the soldier's pay to be withheld as above, or for summary proceedings to be taken under Section 25 of the Army Act, with a view to his discharge, if convicted, under Class vii. If six months have elapsed since his attestation, and the commanding officer considers it desirable to retain the man in the service, he will cause a reply to be sent to the wife to the effect that the soldier can only be discharged if claimed by the parish as above. Should the wife then claim alienage, the commanding officer will make application to the War Office for authority to withhold a portion of the soldier's pay, and the case, having been thus dealt with, will not be reopened.
(viii.) Having made a false answer on attestation— At home ... .. In India ... ..	G.O.C. Lieut. general commanding in Bengal, the Punjab, Madras, or Bombay.	O.C. O.C.	When a man has been convicted of "having wilfully made a false answer to any question set forth in the attestation paper either under Section 22, 23, or 24 of the Army Act the general officer commanding will decide whether he is to be retained in the service or not.
Other stations abroad. Men sent home for discharge	G.O.C. In India— Lieut. general commanding in Bengal, the Punjab, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C. at port of disembarkation.	
(ix.) Unfit for the duties of the corps— Re-enlisted pensioners	O.C.	O.C.	Applies only to those re-enlisted pensioners who, within three months of enlistment, have been found unlikely to become efficient.
Other soldiers— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. G.O.C. G.O.C. at station abroad	O.C. O.C. G.O.C. port of disembarkation, or commanding, discharge depot.	Applies only to privates of the Army Service Corps, the Royal Army Medical Corps and departmental corps who are unfit for the corps for reasons other than misconduct and whom it is not found possible to transfer to other corps. Non-commissioned officers will be dealt with under Class x. Men who are considered unfit in consequence of 'misconduct' should be dealt with under Class x.
x.) Having been convicted by the civil power of— for of an offence committed before enlistment— At home ... ..	G.O.C.	O.C.	The special instructions under a are also applicable to men discharged on conviction by the civil power. Every conviction of an offence of a felonious nature will be referred to the general officer commanding.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
In India ... ..	Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C.	When a soldier is sentenced by the civil power in India to imprisonment, the commander-in-chief in India, or the lieut.-general commanding in the Punjab, Bengal, Madras, or Bombay, is empowered to authorize the discharge at once in that country.
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xi.) Being incorrigible and worthless (or misconduct)—			Applications accompanied by default sheet (or copy) and copies of civil convictions to be made on A. F.—B 120, to the general officer commanding, who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have misconducted himself with a view to discharge. In the case of a man whose last offence has been disposed of, the application should be made as soon as the case has been dealt with. In the case of a conviction by court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate should be sent to the governor of the prison. Men serving abroad will be sent home for discharge, unless they were enlisted at the station where they were serving when convicted, in which case they will be discharged locally.
At home ... ..	G.O.C.	O.C.	
In India ... ..	Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C.	
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xii.) Having been sentenced to penal servitude—			At home, the discharge is to be at once carried out, and the parchment discharge certificate sent to the governor of the prison. Men will be sent home to undergo their sentence. Their documents will be sent with them. They are to be sent home for discharge unless they enlisted at the station abroad at which they are undergoing imprisonment. In this case the officer commanding will transmit the discharge certificate to the governor of the prison. The commander-in-chief in India, or the lieut.-generals commanding in Punjab, Bengal, Madras, or Bombay, are empowered, in their discretion, to carry out the discharge immediately the man has been sentenced. If desired, the governor of the prison should be furnished with the man's default sheet and medical history sheets, or certified copies.
By court-martial or by civil power at home.	O.C. ...	O.C. ...	
By court-martial abroad	O.C. ...	G.O.C., port of disembarkation.	
By civil power { Colonies ...	O.C. ...	G.O.C., port of disembarkation.	
India ...	Lieut. general commanding in Punjab, Bengal, Madras, or Bombay.	O.C. ...	

\* This heading is not applicable to boys. If a boy misconducts himself an application for discharge may be submitted under Class xiv.

# Discharge.

296

Para. 1805— <i>contd.</i> Cause of discharge.	Competent officer to		Special instructions.
	Authorise discharge.	Confirm discharge.	
(xiii.) Having been sentenced to be discharged with ignominy— At home ... ..		O.C.	<p>The discharge is to be carried out at once, and the parchment certificate sent to the governor of the prison.</p> <p>In the case of men confined in military prisons at home, for whom passages to return to the place of enlistment abroad are required, the officer commanding will report the circumstance to the War Office, through the general officer commanding, in sufficient time to admit of arrangements being made to provide a passage for each man, on the termination of their imprisonment, in accordance with paragraph 1824.</p> <p>Men serving abroad are to be sent home for discharge, unless they enlisted at the station abroad at which they are undergoing imprisonment. In this case the officer commanding will transmit the discharge certificate to the governor of the prison.</p>
Abroad ... .. Men sent home for discharge.	...	O.C. G.O.C., port of disembarkation.	
(xiv.) At his own request, on payment of ——— under Article ———, Royal Warrant for Pay, &c.— At home ... .. Abroad ... ..	G.O.C. G.O.C.	O.C. O.C.	For special instructions, see paragraphs 1806 to 1810.
(xv.) Free, after ——— years' service under Article 1142 (ii), Royal Warrant for Pay, &c.— At home ... .. Abroad ... .. Sent home from abroad for discharge.	G.O.C. G.O.C. G.O.C. at station abroad	O.C. O.C. Commandant, discharge depot, O.C. at home	For special instructions, see paragraphs 1806 to 1810.
(xvi.) Free with less than 12 years' service under Article 1142 (iii), Royal Warrant for Pay, &c.— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. G.O.C. G.O.C. at station abroad	O.C. O.C. Commandant, discharge depot, O.C. at home	<p>Before sanctioning a special free discharge under Article 1142 (iii), Royal Warrant for Pay, &amp;c., the general officer commanding will satisfy himself by enquiries from the police or other responsible persons, as to the <i>local value</i> of the application, the destitute condition of the parents or other near relatives to be supported, and the prospect of the soldier obtaining suitable employment. He will also have regard to the conduct of the soldier while serving, the general circumstances of the case, and his inability to purchase his discharge under Article 1142 (i).</p>
(xvi.) Having been found medically unfit for further service— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. G.O.C.	O.C. or A.A.G. Netley. O.C. A.A.G. Netley O.C. at home.	<p>Soldiers found medically unfit to re-engage will be dealt with under this heading.</p> <p>For special instructions, see paragraphs 1811 to 1822.</p>



General officers may wear in all orders of undress the sword and spurs of the arm of the service from which they were promoted. The scimitar pattern sword will be worn in review order.

1974. Field-m Marshals, general officers, colonels on the staff, Sash. and equerries to H.R.H. the Prince of Wales wear the sash round the waist, the tassels at the left side.

1975. Brigadiers may wear the uniform and appointments of their permanent rank or of the regiment or corps to which they belong, both dress and undress, with the cocked-hat, sash, and forage-cap, field-cap, and gorget patches of a general officer, or they may wear the uniform and appointments complete of a brigadier-general. Brigadiers temporarily appointed.

1976. Officers who are no longer on the staff are not entitled to wear staff uniform, except with special authority when temporarily performing staff duty. Acting staff officers.

The frock-coat may be worn in undress when not on duty with troops.

1977. Aides-de-camp to the Queen will wear the prescribed uniform on all occasions when Her Majesty is present in State, at levées, and when on duty as Queen's aides-de-camp at field days and other military ceremonies at which Her Majesty is present. Aides-de-camp to the Queen.

1978. Officers of the headquarter, general, and personal staff will wear the staff aiguillette with the tunic, and with the frock-coat, also with white clothing when it is worn in review order. Aiguillette.

1979. Aiguillettes will be worn on the *right* shoulder by aides-de-camp and equerries to the Sovereign and members of the Royal Family, by the adjutant-general to the forces, by the quartermaster-general to the forces, and by the personal staff of viceroys, governors-general, and governors; and on the *left* shoulder by other officers of the headquarter, general, and personal staff. How worn.

1980. Personal aides-de-camp to the Sovereign will always wear the aiguillette. With this exception, officers entitled to wear aiguillettes will only wear them when discharging the duties of which they are the mark. By whom worn.

1981. Officers of the headquarter staff do not wear sabretaches. Sabretaches.

#### Cavalry.

1982. The frock-coat or the patrol-jacket may be worn at levées or on fatigue, stable, or orderly duties, but not on parade. Frock coat, patrol-jacket.

1983. Gauntlets are only to be worn on parades and on guard with tunics and full dress head-dresses. On other duties and at balls, short gloves will be worn. Gauntlets and gloves.

1984. Horse plumes are always to be worn with the bridles of dragoons and hussars, except in marching order. Plumes.

#### Royal Artillery.

1985. The dress sabretache and dress pouch will only be worn at levées, balls, and on State occasions, when dress trousers are worn. Officers of Royal Horse Artillery will wear black sword and sabretache slings when the undress sabretache is worn. Sabretache and pouch.

1986. Majors of garrison companies will not wear spurs or sabretaches when at gun drill or practice, or when inspecting the armaments or magazines in their charge. Majors of garrison artillery.

#### Royal Engineers.

1987. In review order, "staff in blue," all regimental field officers not doing duty with companies or battalions will wear the frock-coat. Review order.  
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# Discharge.

300

Para. 1805— <i>contd.</i> Cause of discharge.	Competent officer to		Special instructions.
	Authorise discharge.	Confirm discharge.	
(xxiii.) Having claimed discharge after three months' notice— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. ... ..	O.C. ... .. O.C. Commandant, discharge depot. O.C. at home.	This cause of discharge is only applicable to soldiers who have prolonged their service over 21 years. Officers commanding may dispense with the three months' notice required from the men, if they think fit. See also paragraph 1760.
(xxiv.) Having reached the age for discharge— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. ... ..	O.C. ... .. O.C. Commandant, discharge depot. O.C. at home.	This cause of discharge is only applicable to warrant officers, re-enlisted pensioners, and the permanent staff of the Militia, Yeomanry, and Volunteers.
(xxv.) His services being no longer required— In India ... .. Boys whom, owing to misconduct, it is considered desirable to discharge. Other cases (at home or abroad).	C-in-C, India G.O.C. ... ..  G.O.C. ... ..	O.C. O.C.  O.C.	Applications will be submitted on A. F.—B 120, accompanied by full particulars of the reasons which render the discharge desirable, and by a copy of the defaulters sheet.  If the man is to be sent home, his discharge documents will be sent home with him for confirmation by the general officer commanding at the port of disembarkation, or by the Commandant, discharge depot.
(xxvi.) At his own request after 21 (or more) years' service (with a view to pension under the Royal Warrant for Pay, &c.— At home ... .. Abroad ... .. Men sent home for discharge.	G.O.C. ... .. G.O.C. ... .. G.O.C. ... ..	O.C. ... .. O.C. ... .. Commandant, discharge depot. O.C. at home.	This class of discharge applies to those re-enlisted soldiers whose service under their former attestations counts as "service" only (see para. 1846). Such men cannot, even though they have a total service of more than 31 years, be compulsorily discharged to pension prior to the expiration of their current engagements.
(xxvii.) After 21 (or more) years' qualifying service for pension and with 5 (or more) years' service as Warrant Officer (with a view to pension under the Royal Warrant for Pay, &c.). At home ... .. Abroad ... .. Men sent home for discharge.	O.C. ... .. G.O.C. ... .. O.C. ... ..	O.C. ... .. O.C. ... .. Commandant, discharge depot. O.C. at home.	This class of discharge applies only to Warrant Officers who are not recommended for further retention under Article 688, Royal Warrant for Pay, &c., and are, consequently, discharged under Article 725 of that Warrant.

126  
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**Special Instructions as to Classes XIV and XV of paragraph 1805.**

**1806.** All applications for discharge are to be submitted at once to the commanding officer. Commanding officers will keep a list showing the date of application, and—

Applications for discharge.

(i.) Within 30 days after the application has been made, the commanding officer will forward the case (on A. F.—B 132) to the general officer commanding for his decision, making any remarks he considers necessary. The 30 days' delay above alluded to is intended to give the soldier time to reconsider his request and withdraw it should he wish to do so. The commanding officer is authorized to shorten or omit the delay should the circumstances make this desirable in the soldier's interests.

Delay of a month.

(ii.) When a corps or draft is ordered abroad the applications previously registered will be submitted at once to the general officer commanding for decision. When application is made by a soldier *after* his name has been included in a draft for service abroad, or *after* his corps has received orders for service abroad, the application will also be submitted at once to the general officer commanding, the commanding officer explaining the case and stating whether the vacancy in the corps or draft can be filled.

Men under orders for service abroad.

(iii.) If the commanding officer considers it desirable, he may, subject to the approval of the general officer commanding, delay the discharge of a bandsman for a period not exceeding six months to enable a substitute to be trained.

Bandsmen.

**1807.** Soldiers serving abroad who purchase their discharge are required to lodge, in addition to the purchase money, a sum sufficient to defray the expense of their passage home, unless permission for them to remain abroad is obtained from the local authorities.

Sum to defray passage home.

**1808.** Money is on no account to be accepted for the purchase of a soldier's discharge when the man is serving at home, until the authority for the discharge has been actually received. Should money for this purpose be received by post, it should be returned to the sender with the information that the money will be called for if the discharge is authorized. Abroad, when it is probable that the discharge will be authorized, money received for this purpose may be retained.

Purchase money.

**1809.** When the authority for the discharge has been given, and the purchase money received, the discharge will be at once carried out. A copy of the receipt for the purchase money, stating the name of the person by whom the money was actually provided, will be kept with the man's discharge documents.

Procedure on discharge.

**1810.** In the case of schoolmasters who wish to purchase their discharge, commanding officers will submit the application to the War Office, through the general officer commanding.

School-master.

**Special Instructions as to Class XVI of paragraph 1805.**

**1811.** When a man serving at home is considered by his commanding officer and the medical officer in charge to be unfit for the service, the general officer commanding will, on the application of the principal medical officer, cause him to be examined by a medical board, the president of which, if possible, will not be under the rank of colonel. Should the medical board pronounce the man unfit for further service, the general officer commanding will authorize the discharge.

Medical examination of men at home.

Man at out-stations.

1812. If the man is serving at an out station, the general officer commanding will, on the application of the principal medical officer, cause him to be removed to the headquarters of the district, in order that he may be under the observation of the principal medical officer for a sufficient time to enable him to form an opinion on the case.

Invalids with families.

1813. When invalids borne on the "married roll" are temporarily removed to the headquarters of districts or to a general hospital for farther treatment, their wives and families are, unless otherwise directed, to remain with the corps until the cases are decided.

Disposal of invalids from abroad.

1814. Invalids arriving from stations abroad are to be brought forward for disposal as early as possible. If, after having inspected them, the principal medical officer reports them to be unfit for further service, they will be at once discharged. If found fit for service, they will be sent forthwith to their respective depôts, or, in the case of the infantry, to the home battalions.

Removal of lunatics to an asylum for treatment.

1815. Lunatic soldiers at home are not to be removed to an asylum for treatment without the sanction of the general officer commanding.

1816. When it is decided to place a lunatic soldier in an asylum for temporary treatment, the case will be dealt with as follows:—

In England

(i) *If the soldier is serving in England*—If the general officer commanding has well obtained from the asylum authorities a form of application for a reception order in accordance with Section 14 of the Lunacy Act, 1890, he will then take steps for the completion of the order and for the soldier's removal to the asylum.

In Scotland

(ii) *If the soldier is serving in Scotland*—The general officer commanding will first obtain the consent of the asylum authorities to the reception, and a form of application for a reception order in accordance with Section 14 of the Lunacy Act, 1890. On receipt of the authorities' order the general officer commanding will take steps for its completion and for the soldier's removal to the asylum.

In Ireland

(iii) *If the soldier is serving in Ireland*—The general officer commanding will take steps to have the medical certificate to the district medical asylum signed by the medical officer at whom he is receiving treatment, and communicating with the resident medical superintendent of the asylum and him at whom the soldier is to be received. A F. R. 268 must accompany the soldier to the asylum.

Unpaid medical expenses.

1817. The cost of the medical expenses temporarily detained in a civil contract asylum will be adjusted as provided by the Act, when the man returns.

Discharge.

1818. Soldiers who have been committed to a civil contract asylum shall be liable to be sent to the depot.

Removal of lunatics to an asylum for treatment.

1819. In the case of a lunatic sent to Netley for treatment, the undermentioned documents will be forwarded by the principal medical officer of the district to the general officer commanding, in order that he may transmit them to Netley at least two clear days before the departure of the train:—A P. 268 (copy of medical order) A. F. A. 2, 2 (detail of information) with the wife and children's A. F. B. 157, 3. Medical history sheet A. F. B. 158. In some cases the Principal Medical Officer at F. R. 268 will also be required, and the man's name A. F. B. 159. The man leaves his corps at the depot.

**1820.** When it is decided to discharge a lunatic soldier, the following course will be followed :—

Disposal of lunatics on discharge.

(i.) If he is not dangerous to himself, or to the public, the commanding officer will take steps to ascertain whether his friends are willing to receive him. If his friends decline to take charge of him, the man will, under Section 91 of the Army Act, be handed over to the charge of his parish authorities, and the order for sending him to his parish will be signed, in the name of the Secretary of State for War, by the officer who carries out the discharge, the section referred to above being quoted in each case. Care will be taken that "reasonable notice" is given by his commanding officer to the parish authorities before the soldier is sent to the parish union, as required by that section.

Harmless lunatics.

Notice to the parish.

(ii.) If the man is a dangerous lunatic, the prescribed form of "order for the reception of a dangerous lunatic soldier" (A. F.—B 261, B 262, or B 263) will be filled up and forwarded to the general officer commanding for signature, before the case is disposed of.

Dangerous lunatics.

**1821.** Under the Lunacy Act, 1890, Sections 29 (1) and 36, the medical examination of the lunatic must take place not more than seven clear days before the date of the "Reception order," and the lunatic must be received in the asylum within seven days of the date of the order.

Dates of medical examination, reception order, and admission into asylum.

**1822.** Lunatic soldiers transferred from one hospital to another, or handed over to the charge of the parish authorities, or to their friends, as well as helpless discharged soldiers, will be accompanied by an unarmed conducting party, to be furnished on the application of the medical officer in charge. The strength of the conducting party will be determined locally, and the commanding officer will apply to the general officer commanding for permission to detail a conducting party, transmitting at the same time a medical certificate stating the necessity for its employment.

Escort for lunatic and helpless soldiers.

### Disposal of Soldiers on Discharge.

**1823.** The instructions as to the grant of conveyance to the homes of soldiers on discharge will be found in the "Allowance Regulations."

General instructions as to conveyance.

**1824.** In the case of a soldier serving at home who on discharge is entitled and wishes to proceed abroad, an application will be made for the passage, giving, if the man is married, a list of the family, with the ages and sexes of the children. When the passage has been provided the discharge will be confirmed for the date of embarkation.

Men entitled to proceed abroad.

**1825.** Soldiers who have completed their period of limited engagement abroad, or whose discharge for some other cause has been sanctioned, and who are entitled to be sent to the United Kingdom, will be sent home under proper charge by the first convenient public opportunity. On arrival they will be sent to the places specified in paragraph 1652, and their discharge will be carried out with the least possible delay. Their discharge documents will be prepared before embarkation and handed over on arrival to the officer who is responsible for carrying out their discharge.

Men serving abroad.

**1826.** Soldiers enlisted in the West Indies who are serving on the West Coast of Africa will be sent to the West India Dock at discharge, unless they wish to reside after discharge at the place

Men of West India Regt. sent to West India Dock.



Para. 1805—*contd.*

Cause of discharge	Competent officer to		Special instructions
	Authorize discharge.	Confirm discharge.	
(III.) Not being likely to become an efficient soldier— (1.) Recruits rejected both by medical officer and approving officer.	Any approving officer or recruiting officer at the station where the recruit is rejected. G.O.C.	Any approving officer or recruiting officer at the station where the recruit is rejected. Do.	In discharges under (1), (2), and (3), the form of "Proceedings on Discharge" will be dispensed with, and the discharge will be carried out by an entry on the third page of the man's attestation.
(2.) Recruits who have been passed by medical officer, but are rejected by approving officer.			Cases under (2) to be reported to the general officer commanding, on A. F. B 204, together with attestation. At stations where there is a recruiting staff officer, the general officer commanding may delegate to that officer the power of authorizing the discharge in such cases.
(3.) Recruits rejected by a recruiting officer stationed away from the headquarters of the recruiting area.	Recruiting officer.	Recruiting officer.	In cases under (3) of attested recruits who have been passed by a medical officer, but are considered by the recruiting officer at the place of enlistment, or at any other station away from the headquarters of the recruiting area, not likely to become efficient soldiers, the discharge may be carried out by the recruiting officer without reference to higher authority.
(4.) Recruits within three months of enlistment who are considered unfit for service.	G.O.C.	O.C.	In cases under (4), the medical officer is to report (at the end of each month) to the commanding officer, on A. F. B 204, which will then be forwarded with the man's attestation to the general officer commanding, who will arrange for a medical board. If the man is found unfit, the general officer commanding will cause the man's discharge to be carried out without delay, and an extract from the proceedings of the medical board will be attached to the discharge documents. Recruits admitted to hospital prior to completing three months service and found, after observation, to be of defective intelligence, but not actually insane will also be discharged under (4).
(5.) Recruits who, after having undergone a course of physical training, are recommended by the examining board to be discharged.	G.O.C.	O.C.	In cases under (5), an extract of the proceedings and finding of the board should be attached to the discharge documents.
(6.) Soldiers of local battalions abroad who are considered unlikely to become efficient.	G.O.C.	O.C.	In cases under (6) the discharge should be authorized within six months of the date of attestation, except that in the case of the Hong Kong Regiment and the local battalions of the Royal Artillery recruited in India the period will be eight months.
(7.) Boys who, on reaching 18 years of age, are considered to be physically unfit for the ranks.	G.O.C.	O.C.	In cases under (7), the officer commanding will furnish a report to the general officer commanding, who will arrange for the boy's examination by a medical board, before deciding as to his discharge or retention in the service.
(IV.) Having been claimed as an apprentice.	O.C.	O.C.	When a soldier is claimed by his master as an apprentice, and the requirements of Section 96 of the Army Act are fully complied with, the man will be discharged forthwith.

Competent officer to			Para. 1805—contd.
Cause of discharge.	Authorise discharge.	Confirm discharge.	Special instructions.
(v.) Having claimed it on payment of 10 <i>l.</i> within three months of his attestation— At home ... .. Abroad ... ..	...	O.C. O.C.	The 10 <i>l.</i> must be paid to the commanding officer, paymaster, or regimental agent within three months of the date of attestation. Directly the money is received the discharge must be carried out, whether the recruit is at home or abroad. A copy of the receipt for purchase money, stating the name of the person by whom the money was actually provided, will, in each case, be kept with the man's discharge documents.
(vi.) Having made a misstatement as to age on enlistment—  1.) Soldier, who are under 17 years of age at date of application for discharge.  2.) Soldiers who are between 17 and 18 years of age at date of application for discharge.	O.C. ... ..  G.O.C. ... ..	O.C. ... ..  O.C. ... ..	Applies only to soldiers serving in the United Kingdom who on enlistment stated their age as 15 years, or upwards, and for whose free discharge application is made by their parents on the ground that they are less than 18 years of age:— (1.) If the soldier is under 17 years of age, the commanding officer, after satisfying himself that the birth certificate produced by the applicant refers to the soldier in question, will, without further reference, proceed with the discharge. (2.) If between 17 and 18 years of age, the application will be submitted for the decision of the general officer commanding, together with the following documents:—(1.) The parent's application; (2.) the certificate of birth, with the commanding officer's certificate that it refers to the soldier in question; (3.) the soldier's duplicate attestation; (4.) statement of the soldier as to whether he wishes to continue serving or not; (5.) report obtained by the commanding officer from reliable sources as to the number and circumstances of the soldier's family, if that is made a point in the application.
(vii.) Having been claimed by the parish authorities for wife desertion.	O.C. ... ..	O.C. ... ..	Applications for the discharge of married men, who, on attestation, falsely represented themselves as single will be dealt with as follows.— (1.) If the parish authorities apply for the man's discharge in consequence of wife desertion, and send a constable with a warrant for his apprehension, the commanding officer will, without further authority, discharge the man, "in consequence of his having been claimed by the parish authorities for wife desertion"; and the discharged soldier will be handed over to the constable. If the parish authorities do not take the above steps, the soldier will be held to serve, and the commanding officer will, after obtaining the necessary evidence in support of a claim for alimony, make application to the War Office for authority to withhold a portion of the soldier's pay for the support of the wife, under Section 145 of the Army Act. (2.) If the wife

Para. 1805— <i>contd.</i> Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
			applies for the man's discharge within six months from the date of attestation, and produces the necessary evidence in support of the claim, the commanding officer will take steps for a portion of the soldier's pay to be withheld as above, or for summary proceedings to be taken under Section 80 of the Army Act, with a view to his discharge, if convicted, under Class vii. If six months have elapsed since his attestation, and the commanding officer considers it desirable to retain the man in the service, he will cause a reply to be sent to the wife to the effect that the soldier can only be discharged if claimed by the parish as above. Should the wife then claim a man, the commanding officer will make application to the War Office for authority to withhold a portion of the soldier's pay, and the case, having been thus dealt with, will not be reopened.
(viii.) Having made a false answer on attestation— At home .. .. In India .. ..	G.O.C. Lieut.-general commanding in Bengal, the Punjab, Madras, or Bombay	O.C. O.C.	When a man has been convicted of having wilfully made a false answer to any question set forth in the attestation paper, either under Section 22, 23, or 80 of the Army Act, the general officer commanding will decide whether he is to be retained in the service or not.
Other stations abroad Men sent home for discharge	G.O.C. In India Lieut.-general commanding in Bengal, the Punjab, Madras, or Bombay, or O.C. at other stations abroad.	O.C. O.C. at port of disembarkation.	
ix. Unfit for the duties of the corps— Re-enlisted pensioners	O.C.	O.C.	Applies only to those re-enlisted pensioners who, within three months of enlistment, have been found unlikely to become efficient.
Other soldiers— At home .. .. Abroad .. .. Men sent home for discharge.	G.O.C. O.C. O.C. at station abroad.	O.C. O.C. O.C. port of disembarkation, or commanding discharge depot.	Applies only to privates of the Army, Royal Corps, the Royal Army Medical Corps, and departmental corps who are unfit for the corps for causes other than misconduct, and whom it is not found possible to transfer to other corps. Non-commissioned officers will be dealt with under Class xiv. Men who are considered unfit in consequence of misconduct should be dealt with under Class v.
x. Having been convicted by the civil power of— for an offence committed before enlistment— At home .. ..	G.O.C.	O.C.	The special instructions under xi are also applicable to men discharged on conviction by the civil power. Every conviction of an offence of a felonious nature will be referred to the general officer commanding.

Cause of discharge.	Competent officer to		Special instructions.
	Authorise discharge.	Confirm discharge.	
In India ... ..	Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C.	When a soldier is sentenced by the civil power in India to imprisonment, the commander-in-chief in India, or the lieut.-general commanding in the Punjab, Bengal, Madras, or Bombay, is empowered to authorize the discharge at once in that country.
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xi.) Being incorrigible and worthless (or misconduct)—			Applications accompanied by default sheet (or copy) and copies of civil convictions to be made on A. F.—B 120, to the general officer commanding, who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have mismanaged himself with a view to discharge. In the case of a man whose last offence has been disposed of, the application should be made as soon as the case has been dealt with. In the case of a conviction by court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate should be sent to the governor of the prison. Men serving abroad will be sent home for discharge, unless they were enlisted at the station where they were serving when convicted, in which case they will be discharged locally.
At home ... ..	G.O.C. ...	O.C.	
In India ... ..	Lieut.-general commanding in Punjab, Bengal, Madras, or Bombay.	O.C.	
Other stations abroad ... Men sent home for discharge.	G.O.C. ... In India: the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, or G.O.C. at other stations abroad.	O.C. G.O.C., port of disembarkation.	
(xii.) Having been sentenced to penal servitude—			At home, the discharge is to be at once carried out, and the parchment discharge certificate sent to the governor of the prison. Men will be sent home to undergo their sentences. Their documents will be sent with them. They are to be sent home for discharge unless they enlisted at the station abroad at which they are undergoing imprisonment. In this case the officer commanding will transmit the discharge certificate to the governor of the prison. The commander-in-chief in India, or the lieut.-general commanding in Punjab, Bengal, Madras, or Bombay, are empowered, in their discretion, to carry out the discharge immediately the man has been sentenced. If desired, the governor of the prison should be furnished with the man's default sheet and medical history sheets, or certified copies.
By court-martial or by civil power at home.	O.C. ...	O.C. ...	
By court-martial abroad	O.C. ...	G.O.C., port of disembarkation.	
Colonies ...	O.C. ...	G.O.C., port of disembarkation.	
By civil power {			
India ...	Lieut. general commanding in Punjab, Bengal, Madras, or Bombay.	O.C. ...	

\* This heading is not applicable to boys. If a boy misconducts himself an application for discharge may be submitted under Class xiv.



Discharge.

298

Para. 1805—contd.		Competent officer to		Special instructions.
Cause of discharge.		Authorize discharge.	Confirm discharge.	
(xiii.) Having been sentenced to be discharged with ignominy—				
At home ... ..	...		O.C. ... ..	The discharge is to be carried out at once, and the parchment certificate sent to the governor of the prison. In the case of men confined in military prisons at home, for whom passages to return to the place of enlistment abroad are required, the officer commanding will report the circumstance to the War Office, through the general officer commanding, in sufficient time to admit of arrangements being made to provide a passage for such men, on the termination of their imprisonment, in accordance with paragraph 1824. Men serving abroad are to be sent home for discharge, unless they enlisted at the station abroad at which they are undergoing imprisonment. In this case the officer commanding will transmit the discharge certificate to the governor of the prison.
Abroad ... ..	...		O.C. ... ..	
Men sent home for discharge.	...		G.O.C., port of disembarkation.	
(xiv.) At his own request, on payment of ——— under Article ———, Royal Warrant for Pay, &c.—				
At home ... ..	...	G.O.C.	O.C. ... ..	For special instructions, see paragraphs 1806 to 1810.
Abroad ... ..	...	G.O.C.	O.C.	
(xv.) Free, after ——— years' service under Article 1142 (ii), Royal Warrant for Pay, &c.—				
At home ... ..	...	G.O.C.	O.C. ... ..	For special instructions, see paragraphs 1806 to 1810.
Abroad ... ..	...	G.O.C.	O.C.	
Sent home from abroad for discharge.	...	G.O.C. at station abroad.	Commandant, discharge depot. O.C. at home.	
(xv a.) Free with less than 12 years' service under Article 1142 (iii), Royal Warrant for Pay, &c.				
At home ... ..	...	G.O.C.	O.C.	Before sanctioning a special free discharge under Article 1142 (iii), Royal Warrant for Pay, &c., the general officer commanding will satisfy himself, by enquiries from the police or other responsible persons, as to the bona fides of the application, the destitute condition of the parents or other near relatives to be supported, and the prospect of the soldier obtaining suitable employment. He will also have regard to the conduct of the soldier while serving, the general circumstances of the case, and his inability to purchase his discharge under Article 1142 (i).
Abroad ... ..	...	G.O.C.	O.C.	
Men sent home for discharge	...	G.O.C. at stations abroad	Commandant discharge depot. O.C. at home.	
(xvi.) Having been found medically unfit for further service—				
At home ... ..	...	G.O.C.	O.C. or A.A.G. Netley.	Soldiers found medically unfit to re-engage will be dealt with under this heading.
Abroad ... ..	...	G.O.C.	O.C.	
Men sent home for discharge.	...		A.A.G. Netley O.C. at home.	For special instructions, see paragraphs 1811 to 1822.



(iv.) Sabretaches are not worn by ranks below that of corporal, Sabretache. and will not be worn when the sword is ordered to be carried on the saddle.

(v.) Greatcoats and capes may be worn separately or together, Coats and capes. according to the weather. When greatcoats are carried folded, they will be worn by warrant officers and staff-serjeants of dismounted services, *en banulero*, over the left shoulder.

(vi.) In dismounted services, in marching order waist-belts will be worn outside frocks by warrant officers and staff-serjeants. Soldiers will wear the waist-belt over the greatcoat when the waist-belt and greatcoat are both worn. Warrant officers, non-commissioned officers, and others who wear the sword-belt with slings, will wear the waist-belt under the greatcoat. Waist-belt.

vii.) The haversack will be worn over the right shoulder, Haversacks. except by men of the horse and field artillery, and mounted men of the Army Service Corps, who will wear it over the left shoulder. The haversack sling (both front and hind strap) will be worn under the waist-belt, the top of the haversack being in line with the top of the bayonet scabbard. When the haversack is empty it is to be neatly rolled up, and the sling kept the same length as when it is full. In the garrison artillery, the haversack when empty will be worn under the frog and side-arm, as far to the rear as possible without interfering with the valise; when filled, it will be worn outside the frog and side-arm, the top just below the lower edge of the belt.

(viii.) In mounted services the water-bottle will be carried on the man under the left arm, butt strap to the rear, the bottom of the bottle to be in line with the elbow, the strap over the right shoulder and under the pouch belt. In dismounted services the water-bottle will be carried under the right arm. Strap over the left shoulder. Water-bottles.

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(ix.) In mounted services gloves are not to be worn with the field cap, except in winter and marching order. In dismounted services to which gloves are issued, all ranks, and in infantry battalions in which gloves are worn, soldiers of and above the rank of serjeant, will wear white leather gloves in review order and when walking out only (see paragraph 2019). Gloves

(x.) Intrenching tools will be worn in their respective carriages on the right side of the men, helve upwards, the point of the pick to the rear. Intrenching tools.

(xi.) Black pouches are not to be cleaned with "jet" or other composition; blacking only is to be used. Pouches.

(xii.) Mourning may be worn in uniform by warrant officers, who will wear a piece of black crape as directed for officers in paragraph 1934. Mourning

(xiii.) In the Royal Artillery in time of peace a clasp-knife and lanyard will be carried in all orders of dress, except review and drill order. In drill order it will be carried only when specially ordered. On active service every soldier will carry a clasp-knife and lanyard. Clasp-knife and lanyard.

(xiv.) On active service every soldier will wear a flannel belt. Flannel belt.

(xv.) Medals and decorations will be worn by soldiers with the garment which is the full dress of the unit or individual, and in the manner prescribed for officers in the "Dress Regulations." In undress uniform, medals only, half an inch in length, will be worn. Medals and decorations.

2023. Soldiers are to observe the orders of dress and equipment according to the table annexed (see pages 336 to 338), which are to be read in conjunction with the foregoing instructions on dress and equipment.

Orders of Dress and Equipment—Soldiers.  
(See paragraphs 2008 to 2023.)

Branch of Service.	Review Order.	Marching Order.	Drill Order.
Cavalry ...	Full dress head-dress. Tunic, gauntlets (gloves for Hussars), girth & (lancers only). Pouch-belt and pouch.  <i>When mounted.</i> Pantaloons. Knee boots Jack spurs.  <i>When dismounted.</i> Trousers. Wellington boots. Spurs.  <i>Horse furniture.</i> Saddle and bridle complete, with head rope, and wallets and thus in or unpacked. Breast plate. Horn picker. Cape, in front, in cape protector  <i>When ordered.</i> Cloak, rolled, behind the saddle, and nose bag.	Field cap. Frock. Jersey (in cool weather). Pantaloons. Knee boots. Jack spurs. Gauntlets (gloves for Hussars). Pouch-belt. Pouches. Haversack. Water-bottle  <i>On the horse.</i> Saddle and bridle complete, with head-rope. Breast-plate. Wallets and shoe-case, packed. Breast harness } Regulation proportion. Pioneer equipment } Horn picker } No bag. Small corn bag. Forage net } Measured. Head rope. Carbine sling (on field service only) on carbine. Cape, in front, 1 cape protector. Cloak, rolled, in rear of saddle. Field cap (if not worn) under the cape protector, worn cap (if carried) in the pocket of the cloak. Surcingle pad.  <i>In the wallet (weight to be evenly distributed).</i> 2 iron picketing pegs, with rings (a). Horse brush. Curry comb. Horse rubber. Sponges. 1 pair socks. 1 shirt. Holdall, complete. Towel and soap. Spare bootlaces. Tin of grease. Emergency ration } on active service only. Worn cap }  <i>Horse marching order—on the horse (when billeted on the line of march).</i>  As above, but the tunic carried in the nose bag, ankle leathers strapped outside wallet. Forage net } not carried. Horn ropes }	As in marching order, with the following exceptions:—  Gloves not to be worn except in the winter months. No haversack or water-bottle unless ordered.  Horse furniture as in review order.
...	...	...	...

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## In the field.

As above, and with the following:—  
The blanching (old) cap. Pipeclay and sponge. One pair of rollers authorized for grooming. Head-dress plates and all branches.

**Royal Artillery...**  
Mounted branches, as for cavalry, with dress jacket for horse artillery. Trousers and Wellington boots for gunners of field artillery.  
N H—Spurs not worn by gunners of horse artillery excepted out weapons.  
Dismounted branches, as for infantry.

## Huss Fursure.

Brown harness by horses equipped therewith, otherwise as for cavalry.

Mounted branches. When mounted.  
As for cavalry, as far as applicable. Trousers, leggings, and ankle boots for gunners, field artillery, and waist-belt with frog. Field cap of men on the carriage between the caps and blankets.  
When dismounted.  
As when mounted, but with cloak or bandoleer over right shoulder, and sword on belt.  
On horse and in the militia.  
As for cavalry, without pouch equipment, and with absence of pocketing gear, as.  
Same riding order (change of station only).  
As for cavalry, but the tunic carried in the A.O.B. bag.  
Dismounted branches, as for infantry.

**Royal Engineers—**  
Mounted...  
Dismounted...

As for cavalry.  
As for infantry.

**Infantry...**  
Full dress head dress. Tunic. Trousers. Ankle boots. Pouch (C).

## When on duty.

Leggings. Haversack. Water bottle. Vase.

As for cavalry.  
As for infantry, but without intertrenching tools.

Field cap, breeches. Trousers. Ankle boots. Jersey (in cold weather) (intertrenching) leggings in haversack. Mess tin and cover. Water-bottle. Vase. Two pouches. Intertrenching tools 50 percent of rank and file. Mitts (in cold weather, or, if not worn, in kit bag).

## In the field.

Cloth tunic. Field cap (if not worn). Cape. Haversack. Small book. Shirt. 1 pair socks. 1 tin of grease. Towel and soap. Spare bootlaces.

## For active service only.

Honorable  
War-ordered cap  
1 pair canvas shoes  
Emergency ration  
} carried in valise.

As for cavalry.  
As for infantry.

Field cap or other head-dress, according to climate. French Trousers. Ankle boots. Pouch (C).

## When ordered.

Leggings (C). Haversack. Water-bottle.



**Equipment.**

**2024.** Water is not to be kept in the water-bottle when the bottle is not in use. The Italian pattern bottle, however, requires periodical soaking to prevent it from becoming too dry. Preservation of water-bottles.

**2025.** Infantry valises are not to be hung on the pegs in barrack rooms. Disposal of valises in barracks.

**2026.** On the line of march the soldier should have in his possession the "service kit"—the "surplus kit" being carried in the squad-bags or kit-bags at the public expense. Squad-bags are to be returned into store on embarkation for India. Squad-bags.

**2027.** When soldiers of cavalry, or warrant officers or dismounted non-commissioned officers and men of the Army Service Corps, Royal Army Medical Corps, or Army Ordnance Corps, are transferred from one squadron or company to another in the same regiment or corps, or in the Army Pay Corps to another station, their arms and accoutrements are to be transferred with them. Transfer of arms, &c.

**Small-Arm Ammunition.**

**2028.** In time of peace service ammunition is not to be carried in the men's pouches. General officers commanding will use their discretion in deciding whether the local conditions require an exception to be made to this rule. Service ammunition time of peace.

**2029.** Guards and escorts (except escorts for prisoners), or parties detached in aid of the civil power, will invariably have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer after the duty has been performed, and returned into the magazine. Guards and escorts.

**2030.** When ammunition is in possession of the men, it is to be inspected at the daily morning parade by the officer in command of the company, &c., and any loss or damage is to be reported to the commanding officer. Before blank ammunition is delivered to the men, officers will in every case ascertain that no ball ammunition remains in the pouches. Inspection when in men's pouches.

**2031.** Units moving from one station to another will take with them only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man, unless otherwise specially ordered by the general officer commanding. Any ammunition in charge of the unit beyond this quantity will be handed over to the chief ordnance officer at the station. Units moving.

**2032.** Whenever ammunition is issued from store for the use of the troops at the issuing station, a commissioned officer of the unit will attend to receive it. The same rule is to be observed whenever ammunition is returned into a public store by any unit. An officer to attend issue from or return to store.

**2033.** The issue of ammunition from the regimental or depot magazine is to be made by the quartermaster or other responsible officer in person, and he is not to entrust the key of the magazine to anyone. An officer is to attend on such occasions to receive the ammunition, and receipts are to be given by officers commanding companies, &c., who are responsible for the care and expenditure of the quantity they receive. Regimental issues.

**2034.** All ammunition in regimental stores is to be inspected by the commanding officer at least once a month, and particular care is to be taken that it is deposited in a place of safety. Special attention is directed to the printed instructions which are posted up in all regimental magazines. Inspection of ammunition in store. Magazine instructions.

**2035.** As serious damage may be done to rifles by the use of unsuitable ammunition, commanding officers are to forbid the troops under their orders to use any ammunition, whether ball, blank, wood, or dummy, except that provided by Government. Government ammunition only to be used.



Escorts for  
ammunition.

2036. In the absence of special orders, escorts will not be required to accompany ammunition or gunpowder, unless the commanding officer at the station considers it necessary, in which case it will be for him to determine the strength and description of the escort required. Wagons conveying gunpowder should not move at a more rapid pace than a walk, unless specially ordered.

Ammunition  
carts at  
camps of  
instruction

2037. Small-arm ammunition carts are supplied to the camps of instruction at home, and at field days officers in command are to practise the troops in drawing their blank ammunition, in the manner laid down for service ammunition, in war.

Report to be  
made of  
defective  
ammunition.

2038. Whenever a complaint is made about ammunition, it will be investigated locally as far as possible. The general officer commanding will, if he thinks it necessary, forward the defective rounds or samples of the ammunition complained of, with a *procès* of all information to hand, direct to the Chief Inspector, Woolwich, who, after he has taken the necessary action, will return his report through the Director-General of Ordnance. But should it be found necessary to send a box or boxes of the ammunition, then they should be sent through the principal ordnance stores. Diagrams (see "Musketry Regulations"), showing the mean deviation of not less than 30 shots, are to accompany the report, which will state the date of manufacture shown on the boxes, and any other marks by which the ammunition may be accurately identified. When repeated missfires are observed, the numbers of the arms in which they occur are to be noted and mentioned in the report, and the arms themselves are to be kept available, so that they may be sent for special inspection or dealt with as may be ordered.

## MEDALS AND DECORATIONS.

### General Instructions.

Custody of  
medals during  
active  
service

2039. When troops proceed on active service, commanding officers will arrange to place in safe custody the medals of such men as may desire it. Medals should never be placed in store attached to tunics.

Surrender  
of good  
conduct  
medal

2040. The meritorious service medal cannot be held concurrently with the good conduct medal, but either of these medals may be held together with the medal for distinguished conduct in the field.

Disposal of  
medals.

2041. Forfeited medals, and medals of soldiers dying in the service, and medals which may be recovered after a soldier has been convicted of making away with them, are to be transmitted to the War Office for disposal. Letters containing medals, when forwarded through the post, are to be registered.

Registered  
letters for  
medals  
Application  
for restoration

2042. When a soldier's forfeited service is restored, separate applications for the restoration of medals forfeited with the service are to be made by commanding officers.

Boards of  
inquiry

2043. Medals are to be shown at the weekly inspection of necessaries. When a man is unable to produce his medal, a board—to consist of a captain and two subalterns—is to inquire into and record the cause of the loss. If the board is of opinion that the man has designedly made away with his medal, he will be dealt with under the provisions of paragraph 454. If convicted in such a case, the offender may, after five years without an entry in the regimental defaulters book, be recommended, on A. F. B 177, for a new medal, on paying the value thereof.

Loss through  
carelessness

2044. If the loss occurred from carelessness or neglect, the loss may be recommended by the board to be provided with a new medal

at his own expense after being two years without an entry in the regimental defaulters' book, reckoning from the date of assembly of the board.

2045. If the loss is accidental, the loser may be recommended by the board to be supplied with a new medal at once, either at his own expense or that of the public, according to the circumstances of the case. In order to justify the replacement of a medal at the public expense, the loss must be proved to have occurred on duty, by some accident entirely beyond the control of the loser. Through accident.

2046. The board is to take evidence from an officer as to the character of a soldier who loses his medals; when no testimony regarding the loss beyond the loser's own is produced, the board, except in very special circumstances, which it will record in its finding, is to deal with the case as if it were proved that the loss occurred from neglect. The proceedings of the board will be recorded on a separate sheet for each man, unless the circumstances of the loss be actually the same in each case before them. Board to take evidence as to character.

2047. When the board recommends medals to be replaced at once, the original proceedings are to be transmitted, together with A. F.—B 177. In cases where the clasps are not lost they are to be transmitted to the War Office, to be attached to the new medal. Forwarding proceedings.

2048. When the board does not recommend a medal to be replaced at once, the proceedings are not to be forwarded to headquarters until the prescribed time, according to the instructions above given for making the application, has elapsed. After prescribed period.

2048A. As soon as the grant of a medal has been notified in Army Orders and the medal rolls have been transmitted to the War Office, the general officer commanding the district may, pending the issue of the medal, authorise the wearing of the regulation ribbon by all ranks whose names are entered on the rolls. Wearing of ribbon pending issue of medal.

The ribbon will be issued free on requisition from the Royal Army Clothing Department.

#### Victoria Cross, Distinguished Conduct Medal, and Meritorious Service Medal.

2049. Recommendations for the Victoria Cross, distinguished conduct medal, and meritorious service medal, accompanied by descriptive returns, records of service, and statements of service abroad or in the field, and of the wounds and distinctions of those recommended (Army Form B 200), will be addressed to the War Office. Recommendations for a medal with annuity should in addition be accompanied by a certified copy of the defaulter sheet, certified extracts from the court-martial book, and certified copies of any convictions by the civil power. Recommendations for Victoria Cross, distinguished conduct and meritorious service medals. Medal with annuity.

2050. When a soldier in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the War Office with a view to Her Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross. Retention of Victoria Cross when medals are forfeited.

2051. The grant of medals for distinguished conduct in the field or for meritorious service will be announced in Army Orders and in Regimental Orders, and they will be issued according to special instructions in each case. Medals for distinguished conduct in the field, &c.

#### Good Conduct Medal.

2052. The good conduct medal is a reward for "long service with irreproachable character and conduct." Commanding officers must therefore take care to recommend only such soldiers as are in every way worthy of this distinction, and who fulfil the conditions Rules for selection.

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prescribed in paragraph 1832 as requisite for an "exemplary character." Even when a soldier is eligible both in these respects, and by length of service, 18 years, regard will be had to his conduct and character throughout his career, and to the number and nature of the offences recorded in his defaulter sheet, irrespectively of the punishments which may have been awarded. Service of a soldier under 18 years of age may be included in the 18 years required to qualify.

Disqualification.

2053. The following, being absolutely ineligible for a good conduct medal, must not be recommended.

Non-commissioned officers or men who, during their service

(a.) Have been six times entered in the regimental defaulter book, or

(b.) Have six cases of drunkenness recorded against them (letter D to reckon), or

(c.) Have been guilty of desertion or fraudulent enlistment, or

(d.) Have been convicted by a court-martial for any offence or by the civil power for felony, or any other offence of a disgraceful character; or

(e.) Have been drunk on duty, or after having been warned for duty, or have been drunk while actually engaged on garrison or regimental employment, or

(f.) Have, as a non-commissioned officer, been reprimanded, or severely reprimanded, four times, or

(g.) Have, as a non-commissioned officer, been reduced for an offence by order of the Commander-in-Chief.

2054. *Cancelled.*

Men fulfilling required conditions

2055. Officers commanding companies, &c., will bring to the notice of the commanding officer any men who fulfil the conditions required; but they are to explain to the men that the mere fact of having fulfilled the conditions gives no claim to either medal or gratuity.

G.C. medal with or without gratuity

2056. Recommendations for the good conduct medal will be submitted to the War Office in all cases by the general officer commanding the district, accompanied by certified copies of (a) the defaulter sheet for the whole of the soldier's service, (b) the record of service, and (c) if he has been convicted by the civil power, a certified copy of the conviction. In forwarding their recommendations to the general officer commanding, officers commanding units will transmit the original defaulter sheets of the soldiers recommended, as well as the certified copies above mentioned. After being carefully compared, the originals will be returned, and the recommendations, with the certified copies, transmitted to the War Office. In the absence of the original defaulter sheet a recommendation for the grant of a good conduct medal will not be entertained. Recommendations of non-commissioned officers serving on the permanent staff of the Militia or Volunteers will be submitted to the general officer commanding by the officer commanding the regimental district, accompanied by a letter from the officer commanding the unit to which the non-commissioned officer is posted or attached, stating whether he concurs in the recommendation. Blank returns on A. P. B 176 will not be rendered.

Good conduct medal.

2057. The grant of a good conduct medal will be announced in Army Orders and in Regimental Orders. The medal will be transmitted by the principal armourer officer, Royal Arsenal, Woolwich, direct to the commanding officer, who will deliver it to the soldier at a review or regimental parade. When, however, a unit is quartered with other troops, the commanding officer will report the receipt of such a medal to the general officer com-

manding, who may, should he think proper, order a general parade for the presentation. Good conduct medals awarded to soldiers after their discharge from the service will be forwarded to them.

#### Albert Medal, and Royal Humane Society's Medal.

2058. The Albert Medal, granted on the recommendation of the Secretary of State for the Home Department, and medals granted by the Royal Humane Society for acts of bravery in saving life, may, when authority has been issued, be worn in uniform. Whenever these medals are awarded to officers or soldiers, a statement of the act of bravery performed should be sent to the War Office, in order that the recipient's name may be registered, and the necessary authority issued for the distinction to be worn. The Albert Medal, and Royal Humane Society's medals.

2059. A commanding officer, in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary at the Society's Office, 4, Trafalgar Square, Charing Cross, London. Form of application.

#### Foreign Orders and Medals.

2060. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office, and published from time to time in the Official Army List; especially to the rule prescribing that "the intention of a foreign Sovereign to confer upon a British subject the insignia of an order must be notified to Her Majesty's Principal Secretary of State for Foreign Affairs, either through the British Minister accredited to the court of such foreign Sovereign, or through his Minister accredited at the court of Her Majesty." Until such notification has been made, Her Majesty's permission to accept and wear the decoration cannot in any case be granted. Foreign Office regulations.

2061. A medal or decoration bestowed by a foreign power cannot under any circumstances be replaced. Loss of foreign decorations.

### CORRESPONDENCE, RETURNS, REPORTS OF CASUALTIES, AND INQUIRIES REGARDING SOLDIERS.

#### Despatches.

2062. General or other officers in command of troops employed in active operations, are to address their despatches to the Secretary of State for War. Despatches describing operations in the field.

2063. A despatch containing a concise description of every action or other specific military operation, irrespective of its magnitude, will invariably be written by the senior officer actually present on the occasion. To enable him to do this, reports describing the action taken by their respective commands will be furnished to him by officers commanding divisions or brigades, and by such other officers as he may specially call upon; these reports will not accompany the despatch, the senior officer being alone responsible for rendering to the Secretary of State for War an account of the operations. Reports by officers in command of detached portions of the army will invariably be addressed to the officer in chief command, unless he otherwise directs.

2064. In the event of the officer in chief command in the field being present during any operations performed by a part of his force of which he has not, in person, assumed the direct command, he will, at his discretion, either himself describe the operations, or forward the report made to him by the officer in actual command, with a covering despatch expressing his own opinion of the manner in which they have been carried out.

2065. In all campaigns there are minor operations which are not of sufficient importance to be made the subject of a despatch. In Particulars of despatches.

(Q.A.)



such instances the officer in chief command will use his discretion as to the form in which such operations are reported.

2066. In all the above cases it will rest with the Secretary of State for War, acting upon the advice of the commander-in-chief, to determine what reports or despatches are or are not to be made public, and the manner in which those to be published are to be made generally known.

2067. Names of places and persons will be written in block capitals, thus—**NORTHUMBERLAND**

#### General Instructions as to Correspondence.

Unnecessary  
correspondence.

2068. Every effort is to be made to avoid correspondence, returns, or documents which are not necessary, and which are not essential to the proper administration of the army. General officers will suppress any tendency to unnecessary correspondence on the part of those under their command.

Addressing  
correspondence.

2069. All correspondence, reports, returns, and other documents for the War Office will be addressed to the Under Secretary of State, War Office, London, S.W. Correspondence regarding the supply of clothing and necessaries will be addressed to the Chief Ordnance Officer, Royal Army Clothing Department, Grosvenor Road, London, S.W. Letters from the Principal Ordnance Officer, Woolwich, written by direction of the Secretary of State for War, will be replied to direct.

Special  
marks.

2070. The envelopes of letters which relate exclusively to the Royal Artillery, Royal Engineers, Army Service Corps, and Royal Army Medical Corps, will be inscribed on the upper left-hand corner with the title of the corps concerned. The covers of correspondence, reports, and returns relating to War Department works or lands will be inscribed "Works."

Memos to be  
attached to  
documents,  
plans, &c.

2071. When documents (other than periodical returns or statements), plans, or other articles are forwarded to the War Office in a separate parcel by post or otherwise, they will be accompanied by a separate memorandum identifying them with the letter or communication to which they refer.

Engineer  
services.

2072. General officers commanding are to obtain the opinion of the district commanding Royal Engineer before transmitting correspondence on engineer services to the War Office. If a sub-district commanding engineer differs on an important technical point from the district Royal Engineer, or the latter from the general officer commanding, their respective opinions will be recorded in the letter sent to War Office.

Sanitary  
questions.

2073. General and other officers commanding will obtain the opinion of the principal medical officer before transmitting correspondence on sanitary matters to the War Office. Should the principal medical officer differ on any important point from the general or other officer commanding, his opinion should be fully recorded in the letter sent to the War Office.

Letters how  
to be written.  
Enclosures.

2074. Official letters are to be written on foolscap paper with quarter margin, and are to be headed thus:—

(Here state  
subject.)

From

[Rank, name, and corps.]

To

[Officer or head of department  
addressed.]

Station

Date

Unless otherwise specially ordered each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter, thus—Discipline—Equipment—Transport—Route, &c., &c. Paragraphs are to be numbered, and any enclosures to be described in the margin or in a separate schedule.



Unnecessary enclosures are to be avoided, and their blank leaves are to be removed. Short communications may be written on a half-sheet, but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The rank and corps of officers are always to be added after their signatures. Officers whose duty it is to sign documents will not use stamps for this purpose. When a communication has reference to previous correspondence from headquarters, the registered number and date of the former letters are to be quoted. The names of foreign peoples, countries, and places will be written in the manner prescribed for names, &c., in paragraph 2067.

2075. Unless otherwise indicated, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original letter or memorandum ends, and the person who affixes it will mark the original letter or subject matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required, for the commencement or continuation of a minute, and no commencement or continuation is to be made on vacant spaces between previous minutes, or in the margin. Attached documents and enclosures will be added at the end of the file in the order in which they are referred to.

2076. General officers commanding must themselves sign letters intended for superior authority which are initiative or important in their character, but they may authorize their staff officers to sign letters dealing with details relating to their special branches, and arising out of questions the principle of which has been approved. When a subject affects more than one staff officer the letter should be signed by the chief staff officer, or in his absence by the staff officer most concerned. When a general officer commanding is absent on duty, letters of an urgent character may be signed by the chief staff officer, or in his absence, by the staff officer to whose branch the subject belongs, the action taken being reported at once to the general officer commanding. In letters signed by staff officers "for G.O.C.," the cause of the general officer's absence will be stated.

2077. Demands and requisitions will be made out in ink and signed by the officer who is responsible for them.

2078. Demands, requisitions, and correspondence connected with food, forage, fuel, light, lodging, furniture, field, colonial, separation, and office cleaning allowances, travelling expenses and allowances, transport, or the issue of allowances in lieu, and the custody, sanitary condition, appropriation, and equipment of buildings in which troops are quartered, will be addressed to the officer in charge of supplies, transport, or barracks (as the case may be) at the station, for settlement or for submission for the orders of the general officer commanding. Demands, requisitions, and correspondence relating to munitions of war, equipment, and military stores, the correspondence relating to which is not otherwise regulated, will be addressed to the chief ordnance officer. Representations respecting disallowances connected with the foregoing services will not be forwarded direct to the War Office, but will be forwarded to the general officer commanding, who, if the matter does not admit of local settlement, will refer it to the War Office.

2079. The officer in charge of barracks will correspond direct with officers commanding units or detachments on matters relating

Enclosures.

Signing.

Minutes on original letters.

Signatures.

Requisitions, &amp;c.

District correspondence on Army Service Corps services.

On ordnance services.

On disallowances.

Correspondence with commanding officers.

purely relating to the troops under their orders, in which the intervention of the officer commanding the station is not required.

Auxiliary questions.

2080. Sanitary questions should be first referred to the principal medical officer, who will submit them for the consideration of the general officer commanding, or deal with the case and issue the necessary instructions.

Local adjustment of questions by G.O.C.

2081. General and other officers commanding, and other intermediate authorities, are responsible for the correctness of what is set forth in documents submitted by them, and it is their duty to endeavour to adjust all matters which are within the scope of their authority. In transmitting applications or correspondence to head quarters, they are to record their opinions or recommendations thereon, adding such additional observations, based on local knowledge, as may enable a final decision to be arrived at without further reference; in like manner they will require all commanding officers under their orders to record an opinion on every case submitted for their decision.

Applications from officers and soldiers of units.

2082. Applications from regimental officers are to be submitted to the commanding officers of their units. Applications from non-commissioned officers and men are to be made personally through the officers commanding their companies, &c., to the commanding officer of the unit.

Correspondence through G.O.C.

2083. Officers commanding units and local heads of departments are to transmit official communications intended for the War Office through general officers commanding, except when otherwise specially regulated or allowed, or in cases of evident necessity. Where a chief staff officer has been appointed, all correspondence for the general or other officer commanding from those under his command will be addressed to the chief staff officer. All correspondence and reports from the officers of a brigade, intended for the officer commanding the same, are to be addressed to the brigade major. Applications for the special enlistment of recruits, on A. F. — B 203, will, however, be addressed by officers commanding units and recruiting areas direct to the War Office. Any officer who transmits documents otherwise than through the proper channel, will explain his reasons for doing so, and at the same time forward copies for the information of the authority through whom they should have passed.

Recruiting correspondence.

Correspondence between officers in command and staff officers.

2084. In direct correspondence between general officers, between commanding officers, and between heads of departments, letters are to be signed by the superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. An officer on the general staff carries on his duties under the authority of the general officer to whose staff he is attached, and he will, except when communicating with other officers of the general staff in the same command, sign "By order" to all under the command of the general officer.

Opening official letters.

2085. Whenever general or other officers in command obtain leave to be absent from their commands, the officers next in command are to open any official letters addressed to such commanding officers, and carry out any orders contained therein.

Non-official envelopes.

2086. Letters which are not on the public service, or not intended for the military departments, are not to be enclosed under official covers.

#### Periodical Reports and Returns.

Periodical returns.

2087. The periodical reports and returns specified in the subjoined table are to be furnished by the officers specified



Para. 2087—  
(contd.).

Description of Return.	No. of Army Form, &c.	When to be sent.	
Return of officers, warrant officers, and civil subordinates, Army Ordnance Department	C. 311	1st October.	
Report of promulgation of Army Act (from stations abroad only)	Manuscript	After promulgation.	
Report on clothing worn during the year	H. 1113	As soon after 1st April as possible.	
Return of War Department and Submarine Mining Vessels and Boats	G. 967 (in duplicate)	So as to be received by the 30th April.	
Return of Lecturing Apparatus on charge*	G. 1019	31st March.	
Estimate of stores requiring conveyance home (from stations abroad only)	G. 1055	So as to be received by 31st October.	
Return of Barrack Accommodation (Home and Abroad)	K. 1252	1st April.	3007 Q R 1476
Statement of Barracks and other properties at home held by War Department which have been given up, &c.	K. 1305	1st January; to the Secretary to the Treasury, Whitehall, S. W.	Gen. 30 300
Return of Quarters and Offices in charge of the Army Ordnance Department	K. 1322	1st April.	
Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations.)	M. 1423	31st July.	
Ditto. (Stations abroad) ... ..	M. 1422	1st September.	
Statement of Services proposed for Ordnance Buildings. Annual Estimates. (Home stations)	M. 1424 (in duplicate)	31st July.	
Ditto. (Stations abroad) ... ..	M. 1425 (in duplicate)	1st September.	
Statement of Part I Services proposed for Barracks. Annual Estimates	M. 1414 (in duplicate)		
Statement of Part II Services proposed for Barracks. Annual Estimates	M. 1413 (in duplicate)	16th June. Home stations. 1st September. Stations abroad.	
Statement of Sanitary Services proposed for Barracks. Annual Estimates	M. 1415 (in duplicate)		
Return of Rifle Ranges. (Home and Abroad)	K. 1340	So as to be received between the 1st and 15th April.	
Return of small-arm ammunition on charge of Corps and Departments	G. 814	7th November.	
Return of expense of Military Laundries (at Stations where they exist)	F. 730	31st March.	
Report on consumption of gas ...	F. 724	} 1st April.	
Report on consumption of water ...	F. 760		
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Return of Field and Garrison Mounted Ordnance	G. 844	} 1st April, through G.O.C.	
Return of Dismounted Ordnance ..	Manuscript		
District Return of Militia and Volunteer Artillery Armaments	E. 545	1st October, through G.O.C.	
Annual return of rounds fired from B.L., Q.F., R.B.L., and R.M.L. Ordnance	G. 872	1st June (from Nova Scotia 1st November), to be sent direct to Chief Inspector, Woolwich.	F. 2
Annual returns of rounds fired from garrison mountings	G. 874	1st January.	
Report of failures of Ammunition at the annual practice	G. 809	On completion of the annual practice to the Chief Inspector, Woolwich.	Arms N
<i>By Officer Commanding Royal Artillery and Officer Commanding Royal Engineers in Districts</i>			
Amendments to record of Joint Inspection of Gun Emplacements	G. 951	1st April, through G.O.C. (home stations and Nova Scotia). 1st October, through G.O.C. (other stations abroad).	Gen. 6

\* To be sent to Commandant, Duke of York's Royal Military School.

Description of Return.		No. of Army Form, &c	When to be sent.
<i>By Chief Ordnance Officers in Districts.</i>			
Confidential Report on Conductors, Army Ordnance Corps		C. 378	1st January, and on change of station.
<i>By Officers Commanding units possessing Army horses or mules.</i>			
Return of saddlery in possession ...		G. 1060	31st December.
<i>By Officers Commanding units.</i>			
Confidential Report on Army Schoolmasters		C. 2108	1st January.
Return of Candidates for competition for Schoolmaster on probation and for Pupil Teachers at the Duke of York's Royal Military School, and Royal Hibernian Military School (Home stations only)		Manuscript	15th March.
Return—all arms at home and abroad		B. 32	As specified on the return.
Military Schools; record of former pupils serving in the Army		B. 222	<div>Commandant of Duke of York's Royal Military School</div> <div>Commandant of Royal Hibernian Military School</div> <div>1st January.</div>
Report on Military Bandmasters *		Manuscript	1st January.
Confidential Report on Staff Clerks		C. 2106	1st January. See paragraph 778.
Return of Men desirous of transfer to Army Service Corps, Royal Army Medical Corps, or to Departmental Corps		B. 242	See paragraph 1766.
Return of Swordsmanship and Lance Practice (Cavalry only)†		O. 1718 (in duplicate)	On the termination of the annual competition for prizes.
Nominal Return of Deaths ...		B. 119	Home stations, 31st January.
Report on Clothing worn during the Year‡		H. 1118	Stations abroad, 31st March.
Proceedings of Board of Survey on Clothing in Store§		H. 1164	1st April.
Proceedings of Board of Survey on Accessories in Store§		H. 1166	1st April.
Musketry—Regimental Return¶		B. 187 (in duplicate)	<div>30th November at home, &amp;c.</div> <div>30th April in tropical climates, or earlier, if possible.</div> <div>through D. I. of M.</div>
Report of Instruction in Field Fortification (Royal Engineers only)		B. 2084	On completion of course (paragraph 664), through G.O.C.
<i>Officers commanding troops quartered in barracks, and Heads of Departments.</i>			
Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations)		M. 1423	
Ditto. (stations abroad)§ ...		M. 1422	
Statement of Services proposed for Ordnance Buildings Annual Estimates. (Home stations)§		M. 1424 (in duplicate)	21st May, through district or sub-district C.M.E.
Ditto. (stations abroad)§ ...		M. 1425 (in duplicate)	
Statement of Services proposed for Barracks. Annual Estimates§		M. 1616	

\* To be sent to Commandant, Royal Military School of Music.  
† " " Inspector of Gymnasia, Aldershot  
‡ " " Royal Army Clothing Department.  
§ " " G.O.C.

37  
Gen. No.  
343

2007  
Q.R.  
1466

30  
Gen. No.  
4130

1676  
114  
Returns  
1622

163  
Gen. No.  
888



Para. 2087—  
(contd.).

Description of Return.	No. of Army Form, &c.	When to be sent.
Return of officers, warrant officers, and civil subordinates, Army Ordnance Department	C. 311	1st October.
Report of promulgation of Army Act (from stations abroad only)	Manuscript	After promulgation.
Report on clothing worn during the year	H. 1113	As soon after 1st April as possible.
Return of War Department and Submarine Mining Vessels and Boats	G. 967 (in duplicate)	So as to be received by the 30th April.
Return of Lecturing Apparatus on charge*	G. 1019	31st March.
Estimate of stores requiring conveyance home (from stations abroad only)	G. 1055	So as to be received by 31st October.
Return of Barrack Accommodation (Home and Abroad)	K. 1252	1st April.
Statement of Barracks and other properties at home held by War Department which have been given up, &c.	K. 1305	1st January; to the Secretary to the Treasury, Whitehall, S.W.
Return of Quarters and Offices in charge of the Army Ordnance Department	K. 1322	1st April.
Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations.)	M. 1423	31st July.
Ditto. (Stations abroad) ... ..	M. 1422	1st September.
Statement of Services proposed for Ordnance Buildings. Annual Estimates. (Home stations)	M. 1424 (in duplicate)	31st July.
Ditto. (Stations abroad) ... ..	M. 1425 (in duplicate)	1st September.
Statement of Part I Services proposed for Barracks. Annual Estimates	M. 1414 (in duplicate)	
Statement of Part II Services proposed for Barracks. Annual Estimates	M. 1413 (in duplicate)	16th June. Home stations. 1st September. Stations abroad.
Statement of Sanitary Services proposed for Barracks. Annual Estimates	M. 1415 (in duplicate)	
Return of Rifle Ranges. (Home and Abroad)	K. 1340	So as to be received between the 1st and 15th April.
Return of small-arm ammunition on charge of Corps and Departments	G. 814	7th November.
Return of expense of Military Laundries (at Stations where they exist)	F. 730	31st March.
Report on consumption of gas ...	F. 724	} 1st April.
Report on consumption of water ...	F. 760	
<i>By Officers Commanding Districts (Royal Artillery).</i>		
Return of Field and Garrison Mounted Ordnance	G. 844	} 1st April, through G.O.C.
Return of Dismounted Ordnance ...	Manuscript	
District Return of Militia and Volunteer Artillery Armaments	E. 545	1st October, through G.O.C.
Annual return of rounds fired from B.L., Q.F., R.B.L., and R.M.L. Ordnance	G. 872	1st June (from Nova Scotia 1st November), to be sent direct to Chief Inspector, Woolwich.
Annual returns of rounds fired from garrison mountings	G. 874	1st January.
Report of failures of Ammunition at the annual practice	G. 808	On completion of the annual practice to the Chief Inspector, Woolwich.
<i>By Officer Commanding Royal Artillery and Officer Commanding Royal Engineers in Districts</i>		
Amendments to record of Joint Inspection of Gun Emplacements	G. 951	1st April, through G.O.C. (home stations and Nova Scotia). 1st October, through G.O.C. (other stations abroad).

\* To be sent to Commandant, Duke of York's Royal Military School.

Description of Return.		No. of Army Form, &c	When to be sent.
<i>By Chief Ordnance Officers in Districts.</i>			
37 m. No. 343	Confidential Report on Conductors, Army Ordnance Corps	C. 378	1st January, and on change of station.
19497 Q.R. 1485	<i>By Officers Commanding units pos- sessing Army horses or mules.</i> Return of saddlery in possession ...	G. 1060	31st December.
80 m. No. 4180	<i>By Officers Commanding units.</i> Confidential Report on Army School- masters Return of Candidates for competi- tion for Schoolmaster on proba- tion and for Pupil Teachers at the Duke of York's Royal Military School, and Royal Hibernian Military School (Home stations only)	C. 2108 Manuscript	1st January. 15th March.
1476 114 m. No. 3022	Return—all arms at home and abroad  Military Schools; record of former pupils serving in the Army	B. 82  B. 222	As specified on the return.  Commandant of Duke of York's Royal mili- tary School Commandant of Royal Hibernian Military School 1st January.
	Report on Military Bandmasters * ... Confidential Report on Staff Clerks Return of Men desirous of transfer to Army Service Corps, Royal Army Medical Corps, or to Departmental Corps	Manuscript C. 2108 B. 242	1st January. 1st January. See paragraph 775. See paragraph 1768.
	Return of Swordsmanship and Lance Practice (Cavalry only)†	O. 1715 (in duplicate)	On the termination of the annual competition for prizes.
	Nominal Return of Deaths ...	B. 119	Home stations, 31st January. Stations abroad, 31st March.
	Report on Clothing worn during the Year‡	H. 1113	1st April.
	Proceedings of Board of Survey on Clothing in Stores§	H. 1164	1st April.
	Proceedings of Board of Survey on necessaries in Stores§	H. 1165	1st April.
	Musketry—Regimental Returns¶	B. 197 (in duplicate)	20th November at home, &c. 20th April in tropical climates, or earlier, } through if possible. } D.I. of M.
	Report of Instruction in Field Fortification (Royal Engineers only)	B. 2004	On completion of course (para- graph 1064, through 1111) C.
	<i>Officers commanding troops quartered in barracks, and Heads of Departments.</i> Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations)§	M. 1423	} 31st May, through district or sub- district C. M. E.
	<i>Ibid.</i> (Stations abroad)§ ...	M. 1422	
	Statement of Services proposed for Ordnance Buildings. Annual Estimates. (Home stations)§	M. 1424 (in duplicate)	
	<i>Ibid.</i> (Stations abroad)§ ...	M. 1425 (in duplicate)	
	Statement of Services proposed for Barracks. Annual Estimates§	M. 1416	

\* To be sent to Commandant, Royal Military School of Music.  
† " " Inspector of Gymnasia, Aldershot  
‡ " " Royal Army Clothing Department.  
§ " " G.O.C.

# Returns.

350

ARM. 2007—  
(contd.).

Description of Return.	No. of Army Form, &c.	When to be sent.	
<i>By the Inspector of Gymnasia.</i> Annual Return of officers and men under instruction in military Gymnasia	Special	1st January.	
<i>By the Inspector of Signalling.</i> Report on Signallers inspected * ...	B. 228	1st January.	
<i>By Principal Medical Officers in Districts.</i> Estimate of pay, &c., for the Medical Service	M. 1437	So as to be received by 1st November.	6000 2000
<i>By District Paymasters.</i> Confidential Report on the Army Pay Corps and Clerks attached to Pay Offices. Annual Return of all Officers and subordinates attached to the Army Pay Department. Estimate of pay, &c., of the Army Pay Department	C. 2105 C. 841 M. 1438	1st January. 18th October. So as to be received by 1st November.	  6000 2000
<i>By Governors or Chief Wardens in charge of Military Prisons.</i> Estimate of Pay, &c., of Prison Staff	M. 1439	So as to be received by 1st November.	
<b>III. HALF-YEARLY.</b>			
<i>By General Officers Commanding.</i> Index of General Orders issued in Ireland and at stations abroad Return of Officers desirous of being examined for promotion Return of Officers of Militia and Volunteers desirous of being examined in military law and duties in the field	A. 18 B. 2043 E. 821	1st January and 1st July. 1st April and 1st October. 1st April and 1st October.	7000 6000 2000 Q.R. 1000
<i>By Officers Commanding Royal Artillery Districts.</i> Return of Stores due from Army Ordnance Department (Garrison Artillery only)	G. 1086	From stations:— Abroad— 1st Jan. 1st July. At Home— 1st March. 1st Sept.	To P.O.O., Woolwich, through G.O.C.
<i>By Officers Commanding units.</i> Certificates, Fitting Saddles. (Cavalry only.) (Form. 925.) Mobilization Return . . . . .	Manuscript B. 89 B. 90	1st April and 1st October. As laid down in the Mobilization Regulations.	Forms B. 120 20 2000 Q.R. 1000 100 Qm. R. 4115 67 Qm. R. 20
<i>By Chief Ordnance Officers of Districts.</i> Return of Killed Ordnance in store Return of Carriages, Sides, &c., in store.	G. 873 G. 834	1st April, through G.O.C. 1st Sept. . . . .	

\* To be sent to G.O.C.

† " " Inspector-General of Cavalry.

‡ When no changes have been made since the last return, a memorandum to that effect will be forwarded instead of blank Army Forms.

17  
No.  
45

Description of Return.

No. of  
Army Form, &c.

When to be sent.

## IV. QUARTERLY.

182  
No

By General Officers Commanding.\*

By Officers Commanding Units.

Return of Men recommended for  
Good-conduct Medal

B. 170

1st January.  
1st April.  
1st July.  
1st October.

Garrison School Report ... ..

C. 321

2nd January.

Elder Girls' School Report ... ..

C. 3116

2nd April.

Infants' School Report ... ..

C. 322

2nd July.

2nd October

Return of Children attending Civil  
Schools

O. 1700(A.)

1st January.  
1st April.  
1st July.  
1st OctoberBy Officers Commanding Arms  
Schools (except in India).187  
B.  
No  
46

Garrison School Report ... ..

C. 321

2nd January

Elder Girls' School Report ... ..

C. 3116

2nd April

Infants' School Report ... ..

C. 322

2nd July

2nd October

By Officers Commanding Districts  
(Royal Artillery).Qualification Return of non-com-  
missioned officers, and artificers,  
&c.

B. 92

1st January.  
1st April.  
1st July.  
1st October.

Detail of changes in armaments

G. 819

1st January.  
1st April.  
1st July.  
1st October.

Through G.O.C.

Returns from batteries of Royal  
Horse and Field Artillery due  
from Army Ordnance Depart-  
ment

G. 1065

1st March.  
1st June.  
1st Sept.  
1st Dec.To P.O.O., Woolwich,  
through G.O.C.By Officers Commanding Regimental  
Districts and Militia or Volun-  
teer Artillery Districts, and  
Recruiting Staff Officers.

Report on Recruiting. . . . .

B. 137

1st January.  
1st April.  
1st July.  
1st October.By Officers in Charge of Barracks  
(At Home and Abroad).

Return of Water consumed\*

F. 700

1st January.

Return of Gas consumed\* ...

F. 724

1st April.

1st July.

1st October.

By Superintendents of Gymnasiums.

Quarterly Return of officers and  
men under instruction in Gym-  
nasiums.B. 161  
(in dupli-  
cate).1st January.  
1st April.  
1st July.  
1st October1 copy to Inspector  
of Gymnasiums,  
Aldershot  
1 copy to G.O.C.

\* To be sent to G.O.C.

ra. 2087—  
 ontd.).

Description of Return.		No. of Army Form, &c.	When to be sent.
V. MONTHLY.			
By General Officers Commanding.			
General Return of Troops Abroad (accompanied by copies of all General Orders issued during the month)	A. 34		1st of each month.
Nominal Return of Discharges by General Officers Commanding Abroad	B. 99		1st of each month.
Return of Casualties—Officers Army Service Corps	C. 300		1st of each month.
Report as to disposal of men enlisted under age (Home only)	B. 233		1st of each month.
Return of Officers of Militia and Volunteers attached to the Regu- lar Forces or Militia for instruction	E. 598		1st of each month.
By Officers Commanding Stations.			
Return of Births ‡ ... ..	B. 259	}	15th of each month.
Return of Deaths ‡ ... ..	B. 260		
By Officers Commanding Districts (Royal Artillery).			
Detail of changes in ordnance in possession of Militia and Volun- teer Artillery	G. 1086		1st of each month, through G.O.C.
By Officers Commanding Batteries and Companies and District Establishment (Royal Artillery).			
Casualty returns. Non-commis- sioned officers, &c.	B. 76		1st of each month.
By Officers Commanding Units.			
Return showing disposal of re- cruits joining at home	B. 280		1st of each month.
Regimental Return ... ..	Cav. and Inf., Home, B. 104 Abroad, B. 106 Regimen- tal Dist. B. 171 B. 101	}	2nd of each month { 1 copy to War Office. 1 copy to G.O.C.
Barrack Occupation and Lodging Money Return*	B. 171 B. 101		
State of horses and mules ... ..	B. 2087	}	1st of each month.
Return of soldiers liable to general service under Sec. 83 (7) Army Act. Home only †	B. 288		1st August to 1st February.
Statement of accounts of Regi- mental Institute ‡	Army Book 277.		As ordered.
By District Paymasters.			
Return of Casualties, Army Pay Corps	B. 76		4th of each month.

\* To be sent to officer in charge of barracks.

† " " in Ireland to Commander of the Forces.

‡ " " to Local Registrar in accordance with paragraph 2181.



Description of Return.	No. of Army Form, &c.	When to be sent.
<b>VI. WEEKLY.</b>		
<i>By General Officers Commanding at Home.</i>		
Nominal return of discharges carried out.	B. 99	On Monday.
<i>By Officers Commanding Units.</i>		
Return of recruits finally approved* Return of effectives, and of in- crease and decrease at Home	B. 211 B. 238	} On Saturday.
<i>By Officers Commanding Regimental Districts, Militia and Volunteer Artillery Districts, and Recruiting Staff Officers</i>		
Return of recruits finally approved	B. 211 (in duplicate)	On Saturday. One copy to War Office. One copy to G.O.C.

\* In the Royal Artillery these returns will be furnished by the officer commanding Royal Artillery at the station, and in the Royal Engineers by the district commanding Royal Engineer, instead of by the officer commanding the unit.

2088. At stations abroad where printed orders are not issued the copies of orders to accompany the general monthly returns need not include particulars of the charges, finding, and sentences of courts-martial, but a notice to the following effect will be inserted :—

Courts-martial abroad how inserted in copy of orders.

“ Date        The proceedings of the        court-martial on        of the        are promulgated.”

2089. Units on active service in the field will continue to render the monthly returns, on A. F.—B 105 and A. F.—B 2087, with the greatest punctuality possible.

Returns on active service.

Instructions as to Regimental Returns.

2090. To ensure the correctness of the tables of height and chest measurement contained in the annual returns, every soldier present is to be measured, in the manner prescribed in the “Recruiting Regulations,” during the last quarter in each year, and the tables are to be compiled from such measurement. The weight of cavalry soldiers will be ascertained at the same time, and the average height and weight as then ascertained will be inserted in the next annual confidential report, A. F.—B 108-1. Each man will be weighed in shirt, trousers, socks, and drawers, and the weight of these clothes will be deducted from the man's weight. The average will be arrived at by dealing with the total results for the whole regiment, and not by squadrons.

Soldiers to be measured annually in complete returns.

2091. When leave of absence is prolonged, the date from which the leave commenced, not the date from which the extension of leave took effect, is to be shown in the column “From what time.” Whenever possible, the reason, so far as it can be ascertained, for an officer being absent without leave is always to be inserted in the column of “Remarks.” The date on which an officer joins, after having been absent without leave, is to be inserted in “Memoranda” in the succeeding monthly return.

Absent officers.

607  
h.  
167

## Reports of Casualties.

354

Officers of  
Militia, &c.,  
attached

2092. Officers of the Militia, Yeomanry, or Volunteers attached for duty to units of the regular forces will be shown under the head of "Officers Attached," the dates of their joining and quitting being specified.

Monthly  
return

2093. The monthly return rendered on the first of each month will show the distribution up to midnight on the preceding day.

Detach-  
ments sent  
abroad

2094. Detachments sent from depôts at home to units abroad, are not to be struck off the returns of the depot until they have actually embarked. From the date of their being placed under orders until the date of their final embarkation they are to be accounted for as "Under orders to join the service companies." On their embarkation actually taking place, they are to be reported as "Sent to service-companies."

Accounting  
for men sent  
home or left  
at home.

2095. Soldiers sent home from abroad on furlough will be retained on the strength of the service companies. Other soldiers will be struck off the strength of the service companies as follows:— If left behind by a unit when it embarks for service abroad, or left behind to be sent home when a unit moves from one station abroad to another, from the date of embarkation of the unit; if sent home from a unit for any purpose, from the date of embarkation of the soldier.

2096. All soldiers left at home and those sent home, except on furlough, will be taken on the strength of the depot as follows:— Those from India from the date of their disembarkation (being, pending their arrival, shown in red ink in the depot returns as "on passage from India"); those from elsewhere and those left at home, from the date on which they were struck off the strength of the service companies. The depot returns will account for all deaths and casualties during the passage home. When men who should have been taken on the strength of the depot are not accounted for on A F B 168 within a reasonable time, the officer commanding the unit abroad will report the facts to the War Office, and transmit a nominal list of the men, with particulars, in order that inquiries may be made.

Deserters.

2097. Deserters are not to be struck off the strength until the declaration of the court of inquiry prescribed by the Army Act has been made and recorded. Until such time they are to be returned as "*absent without leave*," although they may have been reported as deserters.

## Reports of Casualties, &c.

Casualties.

2098. Should an extraordinary number of deaths or desertions occur, the commanding officer is to transmit, with the monthly return, a special report stating the causes to which the casualties are to be attributed, the remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters and for checking desertion.

Reports of  
wounded in  
service.

2099. On active service, as long as wounded officers or soldiers are being treated for their wounds, general officers commanding will exercise their discretion in telegraphing from time to time a progress report to the War Office in the following terms: "All wounded doing well except —" All other telegrams relating to killed and wounded will be dealt with in accordance with the Allowance Regulations.

**2100.** Copies of the first page of the monthly returns rendered to the War Office on the 1st April and 1st October in each year will be passed to the station paymaster of the regimental dépôt or corps concerned, so that that officer may be enabled to reconcile the number shown in the return with the number of men for whom pay is charged in his public accounts on the last day of March and September respectively. Should the paymaster be unable to effect an agreement between the numbers, he will inform the commanding officer, who will, if an error is found in the monthly return, immediately report it to the War Office.

Returns for March and September to be checked by paymaster.

**2101.** The following directions are to be followed in reporting the deaths of officers :—

Death reports of officers.

- (i.) Those of officers serving on the staff of the army are to be reported to the War Office, by letter from the general officer commanding the station or district in which the officers were serving at the time of their decease.
- (ii.) Those of regimental officers are to be reported, in like manner, by their commanding officers. In the case of regimental officers on leave from abroad, similar reports are to be furnished by regimental agents.
- (iii.) Those of departmental officers are to be reported to the heads of their departments, by whom, when necessary, the reports will be transmitted to the War Office.
- (iv.) In making these reports (which are to be in addition to the entries in the monthly and annual returns) care is to be taken to note the actual date of decease and every particular relating thereto. All other reports are dispensed with.
- (v.) In case of officers dying abroad, the death may be reported by telegraph, should the circumstances make it desirable to do so.

**2102.** The officer whose duty it is to make the report will also at once communicate the fullest possible particulars of the officer's death to his nearest relation, and he will follow the same course in the event of an officer being dangerously ill, or when there is apprehension of a fatal result.

Report of death or dangerous illness to be sent to relatives.

**2103.** Immediately after the death of a soldier the officer commanding his unit, or the unit to which he was attached, the assistant adjutant-general, Netley, or the commandant of the discharge dépôt, as the case may be, will forward to the War Office a report of the death, on A. F.—B 2000, which will be made out by the officer commanding the soldier's company, &c.

Death reports of soldiers.

**2104.** The deaths of warrant officers are to be reported in a separate letter to the War Office by their commanding officers.

Of warrant officers.

**2105.** Immediately on the death of a soldier a letter will be written and signed by an officer, reporting the circumstance, to the man's next-of-kin. The letter will state the rank, regimental number, and name of the soldier, the duration of his illness, the place, date, and cause of his death, and the place of burial, and will, when necessary, direct that application regarding his effects should be addressed to the Under-Secretary of State, War Office, London.

Particulars of death of soldier to be sent to next-of-kin.

**2106.** General officers commanding will report to the War Office every case of suicide, giving the fullest particulars of the circumstances and, if possible, the cause which induced the soldier to commit the act.

Suicide.

**2107.** Casualties in action are to be reported on A. F.—B 103 as regards men, and A. F.—B 88 as regards horses.

Casualties in action.

#### Inquiries regarding Soldiers.

**2108.** When inquiries are made for soldiers by their friends, officers commanding units, dépôts, and regimental districts, should use the utmost despatch in answering them, and the best available information should be given. Should a soldier inquired for belong to another unit, dépôt, or district, the applications will be transferred to the officer in charge of the man's original attestation, and the applicant informed accordingly.

Replies to inquiries for soldiers.

purely relating to the troops under their orders, in which the intervention of the officer commanding the station is not required.

Sanitary questions.

2080. Sanitary questions should be first referred to the principal medical officer, who will submit them for the consideration of the general officer commanding, or deal with the case and issue the necessary instructions.

Local adjustment of questions by G. O. C.

2081. General and other officers commanding, and other intermediate authorities, are responsible for the correctness of what is set forth in documents submitted by them, and it is their duty to endeavour to adjust all matters which are within the scope of their authority. In transmitting applications or correspondence to headquarters, they are to record their opinions or recommendations thereon, adding such additional observations, based on local knowledge, as may enable a final decision to be arrived at without further reference; in like manner they will require all commanding officers under their orders to record an opinion on every case submitted for their decision.

Transmission of correspondence.

Applications from officers and soldiers of units.

2082. Applications from regimental officers are to be submitted to the commanding officers of their units. Applications from non-commissioned officers and men are to be made personally through the officers commanding their companies, &c., to the commanding officer of the unit.

Correspondence through G. O. C.

2083. Officers commanding units and local heads of departments are to transmit official communications intended for the War Office through general officers commanding, except when otherwise specially regulated or allowed, or in cases of evident necessity. Where a chief staff officer has been appointed, all correspondence for the general or other officer commanding from those under his command will be addressed to the chief staff officer. All correspondence and reports from the officers of a brigade, intended for the officer commanding the same, are to be addressed to the brigade major. Applications for the special enlistment of recruits, on A. F. — B 203, will, however, be addressed by officers commanding units and recruiting areas direct to the War Office. An officer who transmits documents otherwise than through the proper channel, will explain his reasons for doing so, and at the same time forward copies for the information of the authority through whom they should have passed.

Recruiting correspondence.

Correspondence between officers in command and staff officers.

2084. In direct correspondence between general officers, between commanding officers, and between heads of departments, letters are to be signed by the superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. An officer on the general staff carries on his duties under the authority of the general officer to whose staff he is attached, and he will, except when communicating with other officers of the general staff in the same command, sign "By order" to all under the command of the general officer.

Opening official letters.

2085. Whenever general or other officers in command obtain leave to be absent from their commands, the officers next in command are to open any official letters addressed to such commanding officers, and carry out any orders contained therein.

Non-official correspondence.

2086. Letters which are not on the public service, or not intended for the military departments, are not to be enclosed under official covers.

#### Periodical Reports and Returns.

Periodical returns.

2087. The periodical reports and returns specified in the subjoined table are to be furnished by the officers specified





Para. 2087—  
(contd.).

Description of Return.	No. of Army Form, &c.	When to be sent.
Return of officers, warrant officers, and civil subordinates, Army Ordnance Department	C. 311	1st October.
Report of promulgation of Army Act (from stations abroad only)	Manuscript	After promulgation.
Report on clothing worn during the year	H. 1113	As soon after 1st April as possible.
Return of War Department and Submarine Mining Vessels and Boats	G. 967 (in duplicate)	So as to be received by the 30th April.
Return of Lecturing Apparatus on charge*	G. 1019	31st March.
Estimate of stores requiring conveyance home (from stations abroad only)	G. 1055	So as to be received by 31st October.
Return of Barrack Accommodation (Home and Abroad)	K. 1252	1st April.
Statement of Barracks and other properties at home held by War Department which have been given up, &c.	K. 1305	1st January; to the Secretary to the Treasury, Whitehall, S.W.
Return of Quarters and Offices in charge of the Army Ordnance Department	K. 1322	1st April.
Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations.)	M. 1423	31st July.
Ditto. (Stations abroad) ... ..	M. 1422	1st September.
Statement of Services proposed for Ordnance Buildings. Annual Estimates. (Home stations)	M. 1424 (in duplicate)	31st July.
Ditto. (Stations abroad) ... ..	M. 1425 (in duplicate)	1st September.
Statement of Part I Services proposed for Barracks. Annual Estimates	M. 1414 (in duplicate)	
Statement of Part II Services proposed for Barracks. Annual Estimates	M. 1413 (in duplicate)	16th June. Home stations. 1st September. Stations abroad.
Statement of Sanitary Services proposed for Barracks. Annual Estimates	M. 1415 (in duplicate)	
Return of Rifle Ranges. (Home and Abroad)	K. 1340	So as to be received between the 1st and 15th April.
Return of small-arm ammunition on charge of Corps and Departments	G. 814	7th November.
Return of expense of Military Laundries (at Stations where they exist)	F. 730	31st March.
Report on consumption of gas ...	F. 724	} 1st April.
Report on consumption of water ...	F. 760	
<i>By Officers Commanding Districts (Royal Artillery).</i>		
Return of Field and Garrison Mounted Ordnance	G. 844	} 1st April, through G.O.C.
Return of Dismounted Ordnance ...	Manuscript	
District Return of Militia and Volunteer Artillery Armaments	E. 845	1st October, through G.O.C.
Annual return of rounds fired from B.L., Q.F., R.B.L., and R.M.L. Ordnance	G. 872	1st June (from Nova Scotia 1st November), to be sent direct to Chief Inspector, Woolwich.
Annual returns of rounds fired from garrison mountings	G. 874	1st January.
Report of failures of Ammunition at the annual practice	G. 803	On completion of the annual practice to the Chief Inspector, Woolwich.
<i>By Officer Commanding Royal Artillery and Officer Commanding Royal Engineers in Districts</i>		
Amendments to record of Joint Inspection of Gun Emplacements	G. 951	1st April, through G.O.C. (home stations and Nova Scotia). 1st October, through G.O.C. (other stations abroad).

\* To be sent to Commandant, Duke of York's Royal Military School.

Description of Return.		No. of Army Form, &c	When to be sent.
<i>By Chief Ordnance Officers in Districts.</i>			
37 m. No. 543	Confidential Report on Conductors, Army Ordnance Corps	C. 378	1st January, and on change of station.
10007 Q.R. 1008	<i>By Officers Commanding units pos- sessing Army horses or mules.</i> Return of saddlery in possession ...	G. 1060	31st December.
50 m. No. 6180	<i>By Officers Commanding units.</i> Confidential Report on Army School- masters Return of Candidates for competi- tion for Schoolmaster on proba- tion and for Pupil Teachers at the Duke of York's Royal Military School, and Royal Hibernian Military School (Home stations only)	C. 2108 Manuscript	1st January. 18th March.
1478 114 m. No. 1022	Return—all arms at home and abroad  Military Schools: record of former pupils serving in the Army	B. 52  B. 222	As specified on the return.  Commandant of Duke of York's Royal mili- tary School Commandant of Royal Hibernian Military School } 1st January.
	Report on Military Bandmasters * .. Confidential Report on Staff Clerks Return of Men desirous of transfer to Army Service Corps, Royal Army Medical Corps, or to Departmental Corps	Manuscript C. 2108 B. 242	1st January. 1st January. See paragraph 775. See paragraph 1768.
	Return of Swordsmanship and Lance Practice (Cavalry only)† Nominal Return of Deaths ... Report on Clothing worn during the Year‡ Proceedings of Board of Survey on Clothing in Store§ Proceedings of Board of Survey on accessories in Store§	O. 1715 (in duplicate) B. 119 H. 1113 H. 1164 H. 1165	On the termination of the annual competition for prizes. Home stations, 31st January. Stations abroad, 31st March. 1st April. 1st April. 1st April.
	Musketry—Regimental Return¶	B. 187 (in duplicate)	30th November at home, &c. 30th April in tropical climate, or earlier, } through D. I. of M. if possible.
	Report of Instruction in Field Fortification (Royal Engineers only)	B. 2004	On completion of course (para- graph 1064), through (I.) C.
	Officers commanding troops quartered in barracks, and Heads of Departments. Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations)§	M. 1423	21st May, through district or sub- district C & K.
	Do. (Stations abroad)§ ...	M. 1423	
	Statement of Services proposed for (Ordnance Buildings Annual Estimates (Home stations)§	M. 1424 (in duplicate)	
	Do. (Stations abroad)§ ...	M. 1425 (in duplicate)	
	Statement of Services proposed for Barracks. Annual Estimates§	M. 1416	

\* To be sent to Commandant, Royal Military School of Music.  
† " " Inspector of Gymnasia, Aldershot.  
‡ " " Royal Army Clothing Department.  
§ " " G.O.C.

no. 2007—  
G.M.).

Description of Return.	No. of Army Form, &c.	When to be sent.	
<i>By the Inspector of Gymnasia.</i> Annual Return of officers and men under instruction in military Gymnasia	Special	1st January.	
<i>By the Inspector of Signalling.</i> Report on Signallers inspected * ...	B. 225	1st January.	
<i>By Principal Medical Officers in Districts.</i> Estimate of pay, &c., for the Medical Service	M. 1437	So as to be received by 1st November.	6000 2000
<i>By District Paymasters.</i> Confidential Report on the Army Pay Corps and Clerks attached to Pay Offices. Annual Return of all Officers and subordinates attached to the Army Pay Department. Estimate of pay, &c., of the Army Pay Department	C. 2105 C. 341 M. 1438	1st January. 15th October. So as to be received by 1st November.	6000 2000
<i>By Governors or Chief Wardens in charge of Military Prisons.</i> Estimate of Pay, &c., of Prison Staff	M. 1439	So as to be received by 1st November.	7000 6000 2000 Q.R. 1400
<b>III. HALF-YEARLY.</b>			
<i>By General Officers Commanding.</i> Index of General Orders issued in Ireland and at stations abroad Return of Officers desirous of being examined for promotion Return of Officers of Militia and Volunteers desirous of being examined in military law and duties in the field	A. 18 B. 2043 E. 621	1st January and 1st July 1st April and 1st October. 1st April and 1st October.	7000 6000 2000 Q.R. 1400
<i>By Officers Commanding Royal Artillery Districts.</i> Return of Stores due from Army Ordnance Department (Garrison Artillery only)	G. 1085	From stations:— Abroad— 1st Jan 1st July. At Home— 1st March. 1st Sept.	To P.O.O., Woolwich, through G.O.C.
<i>By Officers Commanding units.</i> Certificate, Fitting Saddles. (Cavalry only.) (Para. 925.) Mobilization Return ...	Manuscript B. 69 B. 90	1st April and 1st October. As laid down in the Mobilization Regulations.	Forms B. 135 23 2000 Q.R. 1400 116
<i>By Chief Ordnance Officers of Districts.</i> § Return of Riffed Ordnance in store § Return of Carriages, Sides, &c., in store.	G. 873 G. 834	1st April, through G.O.C. 1st Sept. "	Gen. Sec. 4110 27 Gen. Sec. 20

\* To be sent to G.O.C.  
Inspector-General of Cavalry.  
§ When no changes have been made since the last return, a memorandum to that effect will be forwarded instead of blank Army Forms.

32  
en. No.  
243

Description of Return.      No. of  
Army Form, &c.      When to be sent.

## IV. QUARTERLY.

2007  
Q.R.  
243

By General Officers Commanding.

By Officers Commanding Units.

Return of Men recommended for Good-conduct Medal	B. 170	1st January. 1st April. 1st July. 1st October.
Garrison School Report ... ..	C. 331	2nd January.
Elder Girls' School Report ... ..	C. 3116	2nd April.
Infants' School Report ... ..	C. 322	2nd July.
		2nd October.
Return of Children attending Civil Schools	O. 1100 (A.)	1st January. 1st April. 1st July. 1st October.

By Officers Commanding Arms  
Schools (except in India).

2007 Q.R. 243	Garrison School Report ... ..	C. 325	2nd January
	Elder Girls' School Report ... ..	C. 3116	2nd April
	Infants' School Report ... ..	C. 322	2nd July.
			2nd October.

33  
en. No.  
243

By Officers Commanding Districts  
(Royal Artillery).

Qualification Return of non-com- missioned officers, and artificers, &c.	B. 92	1st January. 1st April. 1st July. 1st October.	
Detail of changes in armaments	G. 310	1st January. 1st April. 1st July. 1st October.	Through G.O.C.
Returns from batteries of Royal Horse and Field Artillery due from Army Ordnance Depart- ment	G. 1055	1st March. 1st June. 1st Sept. 1st Dec.	To P.O.O., Woolwich, through G.O.C.

By Officers Commanding Regimental  
Districts and Militia or Volun-  
teer Artillery Districts, and  
Recruiting Staff Officers.

Report on Recruiting ... ..	B. 131	1st January. 1st April. 1st July. 1st October.
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By Officers in Charge of Barracks  
(At Home and Abroad).

Return of Water consumed*	F. 700	1st January.
Return of Gas consumed* ... ..	F. 724	1st April. 1st July. 1st October.

By Superintendents of Universities.

Quarterly Return of officers and men under instruction in types &c.	B. 181 (in dupli- cate).	1st January. 1st April. 1st July. 1st October.	1 copy to Inspector of Gymnasia, Aldershot 1 copy to G.O.C.
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\* To be sent to G.O.C.

# Returns.

350

Ann. 2007—  
(contd.).

Description of Return.	No. of Army Form, &c.	When to be sent.	
<i>By the Inspector of Gymnasias.</i> Annual Return of officers and men under instruction in military Gymnasias	Special	1st January.	
<i>By the Inspector of Signalling.</i> Report on Signallers inspected * ...	S. 225	1st January.	
<i>By Principal Medical Officers in Districts.</i> Estimate of pay, &c., for the Medical Service	M. 1437	So as to be received by 1st November.	2000 2000
<i>By District Paymasters.</i> Confidential Report on the Army Pay Corps and Clerks attached to Pay Offices.	C. 2105	1st January.	
Annual Return of all Officers and subordinates attached to the Army Pay Department.	C. 341	15th October.	
Estimate of pay, &c., of the Army Pay Department	M. 1438	So as to be received by 1st November.	2000 2000
<i>By Governors or Chief Warders in charge of Military Prisons.</i> Estimate of Pay, &c., of Prison Staff	M. 1439	So as to be received by 1st November.	2000 2000
<b>III. HALF-YEARLY.</b>			
<i>By General Officers Commanding.</i> Index of General Orders issued in Ireland and at stations abroad	A. 16	1st January and 1st July.	7000 6000
Return of Officers desirous of being examined for promotion	B. 2059	1st April and 1st October.	2000 Q.R.
Return of Officers of Militia and Volunteers desirous of being ex- amined in military law and duties in the field	E. 671	1st April and 1st October.	1000
<i>By Officers Commanding Royal Artillery Districts.</i> Return of Stores due from Army Ordnance Department (Garrison Artillery only)	G. 1065	From stations— Abroad— 1st Jan. 1st July. At Home— 1st March. 1st Sept. To P.O.O., Woolwich, through G.O.C.	
<i>By Officers Commanding units.</i> Certificate, Fitting Saddles. (Cavalry only.) (Para. 925.) †	Manuscript	1st April and 1st October.	Form G. 137
Mobilization Return . . . . .	B. 89 B. 90	As laid down in the Mobilization Regulations.	20 2000 Q.R.
<i>By Chief Ordnance Officers of Districts.</i> Return of Rifled Ordnance in store	G. 873	1st April, through G.O.C.	100 Q.R.
Return of Carriages, Sides, &c., in store.	G. 934	1st Sept. . . . .	Q.R. 410 57 Q.R. 20

\* To be sent to G.O.C.

† " " Inspector-General of Cavalry.

‡ When no changes have been made since the last return, a memorandum to that effect  
will be forwarded instead of blank Army Forms.



37  
Gen. No.  
145

Description of Return.

No. of  
Army Form, &c.

When to be sent.

## IV. QUARTERLY.

A.O. 182  
146

By General Officers Commanding.

By Officers Commanding Units.

Return of Men recommended for  
Good-conduct Medal

B. 176

1st January.  
1st April.  
1st July.  
1st October.

Garrison School Report ...

C. 321

2nd January.

Elder Girls' School Report ...

C. 2116

2nd April.

Infants' School Report ...

C. 322

2nd July.

2nd October.

Return of Children attending Civil  
Schools

O. 1760(A.)

1st January.  
1st April.  
1st July.  
1st October.By Officers Commanding Army  
Schools (except in India).22407  
G.R.  
146

Garrison School Report ...

C. 321

2nd January

Elder Girls' School Report ...

C. 2116

2nd April

Infants' School Report ...

C. 322

2nd July

2nd October

20  
Gen. No.  
4100By Officers Commanding Districts  
(Royal Artillery).Qualification Return of non-com-  
missioned officers, and artificers,  
&c.

B. 91

1st January.  
1st April.  
1st July.  
1st October.

Detail of changes in armaments

G. 516

1st January.  
1st April.  
1st July.  
1st October.

To R. &amp; G. C.

Returns from batteries of Royal  
Horse and Field Artillery due  
from Army Ordnance Depart-  
ment

G. 1085

1st January.  
1st April.  
1st July.  
1st October.  
1st March.  
1st June.  
1st Sept.  
1st Dec.

To R. &amp; G. C. through G. O. C.

By Officers Commanding Regimental  
Districts and Militia or Volun-  
teer Artillery Districts, and  
Armaments Staff Officers.

Report on Recruiting...

B. 137

1st January.  
1st April.  
1st July.  
1st October.By Officers in Charge of Barracks  
(At Home and Abroad).

Return of Water consumed\*

F. 700

1st January.

Return of Gas consumed\*

F. 724

1st April.

1st July.

1st October.

By Superintendents of Gens. Hosp.

Quarterly Return of officers and  
men under instruction in Gym-  
nasia.

B. 161

(In dupli-  
cate).1st January.  
1st April.  
1st July.  
1st October.1 copy to Inspector  
of Gymnasia,  
Admiral &  
1 copy to G. O. C.

\* To be sent to G. O. C.

No. 2087—  
 mod.)

Description of Return.	No. of Army Form, &c.	When to be sent.
<b>V. MONTHLY.</b>		
<i>By General Officers Commanding.</i>		
General Return of Troops Abroad (accompanied by copies of all General Orders issued during the month)	A. 34	1st of each month.
Nominal Return of Discharges by General Officers Commanding Abroad	B. 99	1st of each month.
Return of Casualties—Officers Army Service Corps	C. 300	1st of each month.
Report as to disposal of men enlisted under age (Home only)	B. 233	1st of each month.
Return of Officers of Militia and Volunteers attached to the Regular Forces or Militia for instruction	E. 588	1st of each month.
<i>By Officers Commanding Stations.</i>		
Return of Births † ... ..	B. 239	} 15th of each month.
Return of Deaths ‡ ... ..	B. 240	
<i>By Officers Commanding Districts (Royal Artillery).</i>		
Detail of changes in ordnance in possession of Militia and Volunteer Artillery	G. 1096	1st of each month, through G.O.C.
<i>By Officers Commanding Batteries and Companies and District Establishment (Royal Artillery).</i>		
Casualty returns. Non-commissioned officers, &c.	B. 76	1st of each month.
<i>By Officers Commanding Units.</i>		
Return showing disposal of recruits joining at home	B. 280	1st of each month.
Regimental Return . . . . .	Cav. and Inf., Home, B. 104 Abroad, B. 106 Regimental Dist. B. 171 B. 101	2nd of each month { 1 copy to War Office. 1 copy to G.O.C.
Barrack Occupation and Lodging Money Return*	B. 2087	1st of each month.
State of horses and mules ..	B. 283	1st August to 1st February.
Return of soldiers liable to general service under Sec 63 (7) Army Act. Home only †		
Statement of accounts of Regimental Institute ‡	Army Book 277.	As ordered
<i>By District Paymasters.</i>		
Return of Casualties, Army Pay Corps	B. 76	4th of each month.

\* To be sent to officer in charge of barracks.

† " " in Ireland to Commander of the Forces.

‡ " " to Local Registrar in accordance with paragraph 2161.

Description of Return.	No. of Army Form, &c.	When to be sent.
<b>VI. WEEKLY.</b>		
<i>By General Officers Commanding at Home.</i>		
Nominal return of discharges carried out.	B. 99	On Monday.
<i>By Officers Commanding Units.</i>		
Return of recruits finally approved* Return of effectives, and of in- crease and decrease at Home	B. 211 B. 238	} On Saturday.
<i>By Officers Commanding Regimental Districts, Militia and Volunteer Artillery Districts, and Recruiting Staff Officers</i>		
Return of recruits finally approved	B. 211 (in duplicate)	On Saturday. One copy to War Office. One copy to G.O.C.

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Q. R.  
1467

\* In the Royal Artillery these returns will be furnished by the officer commanding Royal Artillery at the station, and in the Royal Engineers by the district commanding Royal Engineer, instead of by the officer commanding the unit.

2088. At stations abroad where printed orders are not issued the copies of orders to accompany the general monthly returns need not include particulars of the charges, finding, and sentences of courts-martial, but a notice to the following effect will be inserted :—

Courts-martial abroad how inserted in copy of orders.

“ Date \_\_\_\_\_. The proceedings of the \_\_\_\_\_ court-martial on \_\_\_\_\_ of the \_\_\_\_\_ are promulgated.”

2089. Units on active service in the field will continue to render the monthly returns, on A. F.—B 105 and A. F.—B 2087, with the greatest punctuality possible.

Returns on active service.

Instructions as to Regimental Returns.

2090. To ensure the correctness of the tables of height and chest measurement contained in the annual returns, every soldier present is to be measured, in the manner prescribed in the “Recruiting Regulations,” during the last quarter in each year, and the tables are to be compiled from such measurement. The weight of cavalry soldiers will be ascertained at the same time, and the average height and weight as then ascertained will be inserted in the next annual confidential report, A. F.—B 108-1. Each man will be weighed in shirt, trousers, socks, and drawers, and the weight of these clothes will be deducted from the man's weight. The average will be arrived at by dealing with the total results for the whole regiment, and not by squadrons.

Soldiers measured annually complete returns.

2091. When leave of absence is prolonged, the date from which the leave commenced, not the date from which the extension of leave took effect, is to be shown in the column “From what time.” Whenever possible, the reason, so far as it can be ascertained, for an officer being absent without leave is always to be inserted in the column of “Remarks.” The date on which an officer joins, after having been absent without leave, is to be inserted in “Memoranda” in the succeeding monthly return.

Absent officers.

## Reports of Casualties.

354

Officers of  
Militia, &c.  
attached

2092. Officers of the Militia, Yeomanry, or Volunteers attached for duty to units of the regular forces will be shown under the head of "Officers Attached," the dates of their joining and quitting being specified.

Monthly  
return

2093. The monthly return rendered on the first of each month will show the distribution up to midnight on the preceding day.

Detach-  
ments sent  
abroad.

2094. Detachments sent from depôts at home to units abroad, are not to be struck off the returns of the depôt until they have actually embarked. From the date of their being placed under orders until the date of their final embarkation they are to be accounted for as "Under orders to join the service companies." On their embarkation actually taking place, they are to be reported as "Sent to service-companies."

Accounting  
for men sent  
home or left  
at home.

2095. Soldiers sent home from abroad on furlough will be retained on the strength of the service companies. Other soldiers will be struck off the strength of the service companies as follows:

If left behind by a unit when it embarks for service abroad, or left behind to be sent home when a unit moves from one station abroad to another, from the date of embarkation of the unit, if sent home from a unit for any purpose, from the date of embarkation of the soldier.

2096. All soldiers left at home and those sent home, except on furlough, will be taken on the strength of the depôt as follows:—Those from India from the date of their disembarkation, being, pending their arrival, shown in red ink in the depôt returns as "on passage from India"; those from elsewhere, and those left at home, from the date on which they were struck off the strength of the service companies. The depôt returns will account for all deaths and casualties during the passage home. When men, who should have been taken on the strength of the depôt are not accounted for on A F B 168 within a reasonable time, the officer commanding the unit abroad will report the facts to the War Office, and transmit a nominal list of the men, with particulars, in order that inquiries may be made.

Deserters.

2097. Deserters are not to be struck off the strength until the declaration of the court of inquiry prescribed by the Army Act has been made and recorded. Until such time they are to be returned as "absent without leave," although they may have been reported as deserters.

## Reports of Casualties, &c.

Casualties.

2098. Should an extraordinary number of deaths or desertions occur, the commanding officer is to transmit, with the monthly return, a special report stating the causes to which the casualties are to be attributed, the remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters and for checking desertion.

Reports of  
wounded on  
active  
service.

2099. On active service, as long as wounded officers or soldiers are being treated for their wounds, general officers commanding will exercise their discretion in telegraphing from time to time a progress report to the War Office in the following terms: "All wounded doing well except . . . All other telegrams relating to killed and wounded will be dealt with in accordance with the Allowance Regulations."

2100. Copies of the first page of the monthly returns rendered to the War Office on the 1st April and 1st October in each year will be passed to the station paymaster of the regimental depôt or corps concerned, so that that officer may be enabled to reconcile the number shown in the return with the number of men for whom pay is charged in his public accounts on the last day of March and September respectively. Should the paymaster be unable to effect an agreement between the numbers, he will inform the commanding officer, who will, if an error is found in the monthly return, immediately report it to the War Office.

Returns for March and September to be checked by paymaster.

2101. The following directions are to be followed in reporting the deaths of officers :—

Death reports of officers.

- (i.) Those of officers serving on the staff of the army are to be reported to the War Office, by letter from the general officer commanding the station or district in which the officers were serving at the time of their decease.
- (ii.) Those of regimental officers are to be reported, in like manner, by their commanding officers. In the case of regimental officers on leave from abroad, similar reports are to be furnished by regimental agents.
- (iii.) Those of departmental officers are to be reported to the heads of their departments, by whom, when necessary, the reports will be transmitted to the War Office.
- (iv.) In making these reports (which are to be in addition to the entries in the monthly and annual returns) care is to be taken to note the actual date of decease and every particular relating thereto. All other reports are dispensed with.
- (v.) In case of officers dying abroad, the death may be reported by telegraph, should the circumstances make it desirable to do so.

2102. The officer whose duty it is to make the report will also at once communicate the fullest possible particulars of the officer's death to his nearest relation, and he will follow the same course in the event of an officer being dangerously ill, or when there is apprehension of a fatal result.

Report of death or dangerous illness to be sent to relatives.

2103. Immediately after the death of a soldier the officer commanding his unit, or the unit to which he was attached, the assistant adjutant-general, Netley, or the commandant of the discharge depôt, as the case may be, will forward to the War Office a report of the death, on A. F.—B 2000, which will be made out by the officer commanding the soldier's company, &c.

Death reports of soldiers.

2104. The deaths of warrant officers are to be reported in a separate letter to the War Office by their commanding officers.

Of warrant officers.

2105. Immediately on the death of a soldier a letter will be written and signed by an officer, reporting the circumstance, to the man's next-of-kin. The letter will state the rank, regimental number, and name of the soldier, the duration of his illness, the place, date, and cause of his death, and the place of burial, and will, when necessary, direct that application regarding his effects should be addressed to the Under-Secretary of State, War Office, London.

Particulars of death of a soldier to be sent to next-of-kin.

2106. General officers commanding will report to the War Office every case of suicide, giving the fullest particulars of the circumstances and, if possible, the cause which induced the soldier to commit the act.

Suicide.

2107. Casualties in action are to be reported on A. F.—B 1003 as regards men, and A. F.—B 65 as regards horses.

Casualties in action.

#### Inquiries regarding Soldiers.

2108. When inquiries are made for soldiers by their friends, officers commanding units, depôts, and regimental districts, should use the utmost despatch in answering them, and the best available information should be given. Should a soldier inquired for belong to another unit, depôt, or district, the applications will be transferred to the officer in charge of the man's original attestation, and the applicant informed accordingly.

Reply to inquiries for soldiers.



**DOCUMENTS, BOOKS, REGIMENTAL AND COMPANY, &c., RECORDS, OBSOLETE DOCUMENTS, AND SUPPLY OF STATIONERY, &c.**

**Secret, Confidential, and other Documents.**

- Definition.** 2109 The term "document" includes books, maps, letters, papers, and drawings.
- Identification of copies.** (i) Every secret document (see paragraph 2110) issued from the War Office bears two numbers. That on the left hand lower corner of the cover or first page, is the mark of the document. The other, at the top of the cover or first page, is the special number borne by that particular copy. By these two numbers every copy can be identified. Every officer to whom a secret document is issued will be required to give a receipt for it on the form which accompanies it.
- Receipts to be given.** (ii) When an officer, who has acknowledged the receipt of secret documents, either resigns or vacates his command or appointment, he will hand over all such documents to his successor, receiving from him a receipt, in duplicate, for them on A. F. A 2006. The officer handing over the documents will immediately send to the War Office, through the proper channel, one of the receipts thus obtained, and will retain the other in his possession.
- Receipts to be given on handing over secret documents.** (iii) If an officer in charge of secret documents quits his post on leave of absence, or on duty, for a period exceeding two months, the same formalities will take place on his departure and on his return, as on a change of appointment.
- Absence exceeding two months.** (iv) Every officer, after having acknowledged the receipt of a secret document, will be personally responsible for it, even after he has left the station or the Service, until he has handed over his charge in strict compliance with the above orders. In the case of an officer quitting his station for less than two months it is optional for him to hand over the secret documents in his charge to another officer with the prescribed formalities, but if he does not do so he will be responsible for them during his absence.
- Personal responsibility of officers.** (v) An officer to whom secret documents have been issued will keep a list of those in his charge, which list will be compared by the officer taking over the documents with the receipt form, which he will then sign.
- List to be kept and compared with documents.** (vi) An officer holding secret documents will personally compare them with his list on the 1st of January in each year, and will furnish a certificate on A. F. A 2007 that he has done so.
- List to be checked annually.** 2110 All official documents are in a sense private, and can only be dealt with on the responsibility of the individual who is in charge of them, but their privacy varies with their contents, and when special privacy is necessary they will be inscribed "Secret" or "Confidential."
- Official correspondence is private.** 2111. All letters of a secret or confidential nature are to be marked "Secret" or "Confidential," as the case may be. Such letters should be enclosed in two envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. Confidential plans and other documents are to be similarly treated. Envelopes marked "Secret" or "Confidential" will only be opened by an

officer. Confidential and secret correspondence which it is undesirable to send through foreign hands should, if sent from Halifax, Bermuda, or Mauritius, be marked "by British Packet," and if sent from Egypt, should be marked "via Brindisi and British Packet." In the case of all stations abroad, correspondence of so specially secret a character that it should not run any risk of violation, must be superscribed "by British Packets."

2112. A document marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and its contents are only to be disclosed by him to those whose duties require that they should know them. It must be kept in the personal custody of the recipient and under lock and key. Care of secret documents.

2113. A document marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorized persons, or in the interests of the public service. Confidential documents.

2114. No secret or confidential document is to be used for private purposes, literary or other, nor is it to be referred to in any catalogue or publication which is not itself a secret or confidential document.

2115. Books, documents, and maps, issued from the Intelligence Division for the public service, will be preserved and dealt with as public property. A list of them will be kept by the recipient or person responsible for them, who, when relieved in his appointment or office, will hand over both the list and the articles to his successor, taking a receipt for them from him. Whenever any deficiency in such articles is discovered, a report will at once be made to the general officer commanding. Care, &c., of documents issued from the Intelligence Division.

2116. When any officer relinquishes his command, he is to deliver to the officer who succeeds him, all official books and records relating to his command, and all documents, confidential or other, which he may have received in his official capacity. Documents, &c., to be handed over to successor.

2117. When troops are entirely withdrawn from any station abroad, or from an expedition on active service, all official records and returns relating to the command are to be made up to the date of the troops quitting the station, or of the command being broken up, and are then to be transmitted to the War Office. Disposal of documents, &c., on command being broken up.

2118. Access to official records is only permitted to those entrusted with the duties of the office or department to which they belong, and these records are not to be made public, or communicated to persons unconnected with such offices or departments, without the sanction of the authorities concerned. The only legitimate use an officer or soldier can make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust.\* Unauthorized publication of official records.

#### Army Books, &c., to be kept up by Units, &c.

2119. The books to be kept by every unit are shown in the following table. They are to be produced at the inspection of the unit, and at such other times as the general officer commanding may direct. List of books to be kept.

2120. The commanding officer of each unit is responsible that the books are properly kept, and he should examine them periodically and see that they are correct and written up to date:—

\* See "Official Secrets Act, 1897."

(Q.R.)

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ntd.).

Description of Return.	No. of Army Form, &c.	When to be sent.
Return of officers, warrant officers, and civil subordinates, Army Ordnance Department	C. 311	1st October.
Report of promulgation of Army Act (from stations abroad only)	Manuscript	After promulgation.
Report on clothing worn during the year	H. 1113	As soon after 1st April as possible.
Return of War Department and Submarine Mining Vessels and Boats	G. 967 (in duplicate)	So as to be received by the 30th April.
Return of Lecturing Apparatus on charge*	G. 1019	31st March.
Estimate of stores requiring conveyance home (from stations abroad only)	G. 1055	So as to be received by 31st October.
Return of Barrack Accommodation (Home and Abroad)	K. 1252	1st April.
Statement of Barracks and other properties at home held by War Department which have been given up, &c.	K. 1305	1st January; to the Secretary to the Treasury, Whitehall, S.W.
Return of Quarters and Offices in charge of the Army Ordnance Department	K. 1322	1st April.
Statement of Services proposed for fortifications and artillery ranges. Annual Estimates. (Home stations.)	M. 1423	31st July.
Ditto. (Stations abroad) ... ..	M. 1422	1st September.
Statement of Services proposed for Ordnance Buildings. Annual Estimates. (Home stations)	M. 1424 (in duplicate)	31st July.
Ditto. (Stations abroad) ... ..	M. 1425 (in duplicate)	1st September.
Statement of Part I Services proposed for Barracks. Annual Estimates	M. 1414 (in duplicate)	16th June. Home stations. 1st September. Stations abroad.
Statement of Part II Services proposed for Barracks. Annual Estimates	M. 1413 (in duplicate)	
Statement of Sanitary Services proposed for Barracks. Annual Estimates	M. 1415 (in duplicate)	
Return of Rifle Ranges. (Home and Abroad)	K. 1340	So as to be received between the 1st and 15th April.
Return of small-arm ammunition on charge of Corps and Departments	G. 814	7th November.
Return of expense of Military Laundries (at Stations where they exist)	F. 730	31st March.
Report on consumption of gas ...	F. 724	1st April.
Report on consumption of water ...	F. 760	
<i>By Officers Commanding Districts (Royal Artillery).</i>		
Return of Field and Garrison Mounted Ordnance	G. 844	1st April, through G.O.C.
Return of Dismounted Ordnance ...	Manuscript	
District Return of Militia and Volunteer Artillery Armaments	E. 645	1st October, through G.O.C.
Annual return of rounds fired from R.L., Q.F., R.B.L., and R.M.L. Ordnance	G. 872	1st June (from Nova Scotia 1st November), to be sent direct to Chief Inspector, Woolwich.
Annual returns of rounds fired from garrison mountings	G. 874	1st January.
Report of failures of Ammunition at the annual practice	G. 808	On completion of the annual practice to the Chief Inspector, Woolwich.
<i>By Officer Commanding Royal Artillery and Officer Commanding Royal Engineers in Districts.</i>		
Amendments to record of Joint Inspection of Gun Emplacements	G. 951	1st April, through G.O.C. (home stations and Nova Scotia). 1st October, through G.O.C. (other stations abroad).

\* To be sent to Commandant, Duke of York's Royal Military School.

# 31. Description of Books, Munition Corps.

22	Equitation, Register,	30
23	Mounted Corps	34
24	Book Report Book	36
25	United States	38
26	Register of Lodging	40
27	of Lodging,	42
28	Passage Book	44
29	Financial List of Men	46
30	transferred to the	48
31	Army Service	50
32	From History, Register-	52
33	deal Association of	54
34	Register of Mounted	56
35	Industries	58
36	Journal of Services and	60
37	of Services and	62
38	Mounted Industries and	64
39	Man	66
40	Working Book	68
41	Quarantine Services, Books	70
42	Register for Clothing and	72
43	Accessories	74
44	Account of Clothing and	76
45	Accessories	78
46	Register for	80
47	Register for	82
48	Register for	84
49	Register for	86
50	Register for	88
51	Register for	90
52	Register for	92
53	Register for	94
54	Register for	96
55	Register for	98
56	Register for	100
57	Register for	102
58	Register for	104
59	Register for	106
60	Register for	108
61	Register for	110
62	Register for	112
63	Register for	114
64	Register for	116
65	Register for	118
66	Register for	120
67	Register for	122
68	Register for	124
69	Register for	126
70	Register for	128
71	Register for	130
72	Register for	132
73	Register for	134
74	Register for	136
75	Register for	138
76	Register for	140
77	Register for	142
78	Register for	144
79	Register for	146
80	Register for	148
81	Register for	150
82	Register for	152
83	Register for	154
84	Register for	156
85	Register for	158
86	Register for	160
87	Register for	162
88	Register for	164
89	Register for	166
90	Register for	168
91	Register for	170
92	Register for	172
93	Register for	174
94	Register for	176
95	Register for	178
96	Register for	180
97	Register for	182
98	Register for	184
99	Register for	186
100	Register for	188

See paragraph 2150 and 2151.

See paragraph 2152.

See paragraph 2153.

See paragraph 2154.

See paragraph 2155.

See paragraph 2156.

See paragraph 2157.

See paragraph 2158.

See paragraph 2159.

See paragraph 2160.

See paragraph 2161.

See paragraph 2162.

See paragraph 2163.

See paragraph 2164.

See paragraph 2165.

See paragraph 2166.

See paragraph 2167.

See paragraph 2168.

See paragraph 2169.

See paragraph 2170.

See paragraph 2171.

See paragraph 2172.

See paragraph 2173.

See paragraph 2174.

See paragraph 2175.

See paragraph 2176.

See paragraph 2177.

See paragraph 2178.

See paragraph 2179.

See paragraph 2180.

See paragraph 2181.

See paragraph 2182.

See paragraph 2183.

See paragraph 2184.

See paragraph 2185.

See paragraph 2186.

See paragraph 2187.

See paragraph 2188.

See paragraph 2189.

See paragraph 2190.

See paragraph 2191.

See paragraph 2192.

See paragraph 2193.

See paragraph 2194.

See paragraph 2195.

See paragraph 2196.

See paragraph 2197.

See paragraph 2198.

See paragraph 2199.

See paragraph 2200.

See paragraph 2201.

See paragraph 2202.

See paragraph 2203.

See paragraph 2204.

See paragraph 2205.

See paragraph 2206.

See paragraph 2207.

See paragraph 2208.

See paragraph 2209.

See paragraph 2210.

See paragraph 2211.

See paragraph 2212.

See paragraph 2213.

See paragraph 2214.

See paragraph 2215.

See paragraph 2216.

See paragraph 2217.

See paragraph 2218.

See paragraph 2219.

See paragraph 2220.

See paragraph 2221.

See paragraph 2222.

See paragraph 2223.

See paragraph 2224.

See paragraph 2225.

See paragraph 2226.

See paragraph 2227.

See paragraph 2228.

See paragraph 2229.

See paragraph 2230.

See paragraph 2231.

See paragraph 2232.

See paragraph 2233.

See paragraph 2234.

See paragraph 2235.

See paragraph 2236.

See paragraph 2237.

See paragraph 2238.

See paragraph 2239.

See paragraph 2240.

See paragraph 2241.

See paragraph 2242.

See paragraph 2243.

See paragraph 2244.

See paragraph 2245.

See paragraph 2246.

See paragraph 2247.

See paragraph 2248.

See paragraph 2249.

See paragraph 2250.

See paragraph 2251.

See paragraph 2252.

See paragraph 2253

# Army Books.

Book.	Army Book.	Regimental District, Regiments of Cavalry or Battalions of Infantry.	Royal Artillery.		Royal Engineers.		Army Service Corps.		Royal Army Medical Corps.		Remarks.		
			District and Division Officers	Home, Field, and Mountain Batteries.	Garrison Companies.	Commanding Royal Engineer.	Units.	Head-quarter stations.	Companies.	Officers Commanding in districts or commands.	Officers Commanding Headquarters of Companies at home and Detachments abroad.		
1. Copies of Reports of Boards of Survey on Clothing and Necessaries.	106	1	...	1	1	...	1	...	1	...	1	This book should be kept locked up by the officer commanding or 2nd in command.	
2. Register of Arms and Accoutrements.	184 or 185.	...	...	1	1	...	1 <sup>st</sup>	...	...	...	...		
3. Book of sealed patterns of officers' lace, buttons, and badges.	...	155	1	...	...	...	...	...	...	...	...		
VETERINARY OFFICERS' BOOKS.													
1. Letter Book	129	1	...	1	...	...	...	...	...	...	...		
2. Register and Record of Mounted Horses.	31	1	...	1	...	...	...	...	...	...	...		
3. Veterinary History sheets.	A.F. B. 370.	1	...	1	...	...	...	...	...	...	...		
Register for Civil Employment.	A.F. B. 3089.	1	1	...	...	Kept by Assistant Commandant, School of Military Engineering, Chatham.	...	Record Office.	...	1	...		
Register of Recruits...	308	3	...	...	...	...	...	1	...	...	...		
Quatern Books	...	5	...	...	...	...	...	...	...	...	...		

1. Not Military Telegraph Station, Royal Engineers only.  
 2. To be kept at Regimental Districts and Rifle Reg'ts, and by officers commanding Royal Army Medical Corps in districts.  
 3. To be kept by officers commanding Regimental, Militia and Volunteer Artillery Districts, and Recruiting areas.  
 4. To be kept by units in which regimental companies are established, in accordance with the "Rules for the Management of Subalterns' Records of Garrison and Regimental Infantry."



2121. When a unit is ordered on field service, only such regimental books are to be taken as will be absolutely required; the others are to be left with the regimental dépôt, under the charge of the officer commanding, who is responsible for their being correctly kept. In the Royal Artillery, Royal Engineers, and Army Service Corps, orders on this head will be given by the War Office, the deputy adjutant-general, Royal Engineers, and the assistant-quartermaster general, Army Service Corps, respectively.

Books to accompany units on service.

#### Special Instructions for Keeping Army Orders and Regimental Books, &c.

2122. All Army Orders (including Corps Orders, Royal Engineers, Royal Army Medical Corps; and Lists of Changes in War Matériel), received from the War Office, are to be kept in separate guard books. Each volume will contain orders, &c., for one year, and will be numbered and indexed.

Army order book.

#### *Regimental Order Book.*

2123. The book for regimental orders is to consist of :—Part 1, temporary orders (Army Book 129), and Part 2, permanent orders (Army Book 127). In Part 1, all orders issued by the general officer commanding or by the commanding officer of the unit, are to be entered as they are issued. At the commencement of each year these orders are to be reviewed, and such of them as the commanding officer considers it necessary to retain are to be transcribed into Part 2, together with the number and date of the original issue of each. After these extracts have been made, Part 1 may be destroyed. Part 2 is to have an index giving the date and purport of each order, the name of the officer by whom it was issued, and the page at which it is entered.

Regimental order book.

#### Record of Officers' Services.

2124. Army Book 83 will be carefully kept up. Each officer will sign his record on first joining his corps, and initial every subsequent entry. The attesting signatures of the commanding officer and adjutant will be affixed on the officer ceasing to belong to the corps.

Record of officers' services.

#### Record of Soldiers' Services—Attestations, &c.

##### *General Instructions.*

2125. The service of each soldier will be recorded on his attestation and on the duplicate attestation.

Attestations.

2126. When a warrant officer or non-commissioned officer is promoted to a commission, his attestation and the documents preserved therewith, and his medical history sheet, will be forwarded to the War Office for custody. His duplicate attestation and documents attached thereto, his company and regimental defaulter sheets, and documents connected with his clothing and accounts, will be destroyed.

Disposal of documents of warrant and N.C.O.'s forwarded to commissions.

2127. When an attestation is taken from the portfolio for attestations for transfer to another corps, or for any temporary purpose, A. F. B. 104 will be prepared and sent with the attestation. This form is to be signed by the recipient, and returned by him to the officer from whom it was received to

Receipt for attestation

## Attestations.

263

**Return of.** be placed in the portfolio instead of the attestation. On the return of an attestation which has been borrowed for any purpose, the A. F.—B 198 will be returned to the officer who borrowed the attestation.

**Information for completion of original attestations.** 2128. Officers charged with the custody of the original attestations are to be furnished with the information necessary to enable them to keep these records completed up to date; this information will be afforded in the monthly states of the service companies—Cavalry and Infantry on A. F.—B 170; Artillery, Engineers, Army Service Corps, Army Ordnance Corps, and Army Pay Corps on A. F.—B 76.

**Custody of original attestations.** 2129. Original attestations will be sent to the officers specified below, whether on enlistment, or on transfer from other corps, and will remain in their custody during the soldier's service with the colours.

(i) Household Cavalry Cavalry of the Line.	... O C, the regiment. A A G. for Cavalry 41, Pall Mall, London, S.W.
(ii) Royal Artillery (except local companies abroad)	Officer in charge, R. A. Record Office, W. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

The original attestations of warrant officers and non-commissioned officers serving on the general, district, garrison, or gynaeciatric staff, and of other soldiers who are liable as supernumeraries on regimental establishments, will remain in the custody of the officer in charge of the original attestations of the corps to which they belong. Every January the commanding officers will furnish the officer in charge of the original attestations with a copy of A. F.—B 290 made out up to date.

**2130.** The term "Officer Commanding the Depot," when used in connection with attestations and duplicate attestations, is to be understood as applying to the commanding officer of a regimental depot.

**2131.** The duplicate attestation will on the enlistment of the recruit be sent to his commanding officer, and will invariably accompany the man. The attestations and duplicate attestations will be filed in the portfolio for attestations in numerical order, an alphabetical index of the men's names being kept in each volume.

**2132.** The following documents will be attached to the original attestation, and enclosed with it in A. F.—B 278 :—

- (i.) Proceedings of Court of Inquiry on injuries sustained.
- (ii.) Attestations of fraudulently enlisted men, and of men who improperly re-enlisted while belonging to the Army Reserve, for corps in which they have not been held to serve.
- (iii.) Authority for special enlistment (A. F. -B 203).

Documents attached to original attestation.

**2133.** The following documents will be preserved with the duplicate attestation and enclosed in A. F.—B 278 :—

- (i.) Re-engagement Paper (A. F.—B 136).
- (ii.) Notice to be given to his commanding officer by a soldier who desires to continue in the service beyond 21 years, under Section 85 of the Army Act (A. F.—B 221).
- (iii.) Application of a soldier to extend his army service under Section 78 (1) of the Army Act (A. F.—B 221).
- (iv.) Authority for any prolongation of service under Section 87, Army Act.
- (v.) Declaration of change of name.
- (vi.) Certified record of any service under a previous attestation which the soldier has been allowed to reckon towards pension.
- (vii.) Certificates of trade proficiency (A. F.—B 196).
- (viii.) Certificate of character (A. F.—B 64). *After one year from date of attestation this certificate may be destroyed.*
- (ix.) Regimental defaulter sheet, A. F.—B 120, ) except in the Royal Artillery and
- (x.) Court-martial sheet, A. F.—A 12, ) Army Service Corps.

Documents attached to duplicate attestation.

**2134.** Should either the original or duplicate attestation at any time be lost or become so injured as to render it useless as an authentic record, a certified copy of the attestation (whether original or duplicate) will be made and substituted for it. An entry as follows will be made in red ink at the top of the first page of the copy :—

Attestations defaced or lost.

#### COPY ATTESTATION.

\* Substituted for original or duplicate attestation, in accordance with Queen's Regulations, paragraph 2134.

Station .

Date .

Signature of commanding officer.

**2135.** The duplicate attestations of re-engaged men serving at home will be sent yearly, in January, to the officer in charge of the original attestation, who will check the entries on the 3rd and 4th pages of the duplicate and the original, and then return the duplicate attestation with his remarks (if any). A copy of the 3rd and 4th pages of the duplicate attestation of re-engaged men serving abroad will be sent yearly, in January, on Army Form B 200, to the officer in charge of the original attestation, who will check the entries and return it with his remarks. The duplicate attestations of the Royal Artillery, Royal Engineers, Army Service Corps, Royal Army Medical Corps, and Army Pay Corps serving at home, will be compared annually with the attestations under instructions from the War Office.

Comparison of attestations.

Regiment at home.

Regiment abroad.

**2136.** Every variation affecting a soldier's service, or good-conduct pay, will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in the casualty return, as follows :—

Entries in attestations and duplicate attestations.

# Statements of Service.

364

Para. 2136—  
(contd.).

## Entries in the Statement of Services.

(i.) Promotion to, or reduction from, any rank.	See paragraph 744.
(ii.) Grant or deprivation of any appointment.	Such as lance corporal, bandsman on the establishment, drummer or bugler, class of orderly in the Medical Staff Corps, or shoosmith on the establishment.
(iii.) Grant or deprivation of good-conduct pay, or, in the case of non-commissioned officers enlisted before 1st July, 1881, the dates on which they would have become entitled to good-conduct pay if not promoted.	To be entered in red ink.
(iv.) Extension of service with the colours.	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, to be stated.
(v.) Re-engagement.	Entry to be made thus:—"Re-engaged for the            Regiment, at            , on            , for such term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
(vi.) Continuance in the Service beyond 21 years.	Date of authority to be quoted.
(vii.) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry to be made explaining absence from duty.
(viii.) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power.
(ix.) Absence without leave exceeding 5 days, and imprisonment awarded by C.O. exceeding 7 days.	Entry to be made immediately after disposal of case.
(x.) Transfer to other corps or to the reserve.	_____
(xi.) Posting to other portions of same corps.	_____
(xii.) Alteration of terms of service in consequence of transfer under Section 53 (3), Army Act.	To be entered thus:—"Transferred to            , and conditions of service altered " to            years with the colours, and " years with the reserve." Authority to be quoted.
(xiii.) Re-transfer from reserve to the colours.	The date of the re-transfer and the authority to be quoted in accordance with the "Regulations for the 1st class Army Reserve."
(xiv.) Transfer for service under a Colonial Government.	The date of transfer, and the number and date of letter authorizing it, to be quoted.
(xv.) Indian Unattached List.	Dates of being attached to and remanded from the unattached list, the rank attained therein, and whether paid by a consolidated salary, to be entered.
(xvi.) Date and cause of becoming non-effective.	_____

25  
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(xvii.) Reckoning of former service for pension purposes.	An entry as follows to be made in red ink :—
(a). Both as "qualifying service" and "service."	<div>" Former service in " Regiment " allowed "to reckon " As 'qualifying service' for " pension under Article 1146 " (b) (or 1146 (b.b.)), Royal War- " rant for Pay, &amp;c." years, days.</div>
(b). As "service only."	<div>" As 'service' under Article " 1145 (b) (or 1145 (b.b.)), Royal " Warrant for Pay, &amp;c." years, days.</div> <div>" Former service in " allowed to " reckon as 'service' under Article 1145 (b), for " the grant of pension under Articles 1160 or " 1162, and Article 1163, Royal Warrant for " Pay, &amp;c." years. days.</div> <div>" If ultimately pensioned forfeits deferred " pay for service since re-enlistment under " Article 1120 (1) of that Warrant." (See also paragraph 1845.)</div>

2137. In calculating service, the extra day (29th February) in a leap year is only to be reckoned when it occurs during the last year (reckoning from the date of attestation) of a soldier's service, and then only if that year's service remains uncompleted. Thus, 1880 being a leap year, a soldier enlisted on the 1st December, 1859, and discharged on the 30th November, 1880, would reckon 21 years' service exactly. But a soldier enlisted on the 1st December, 1859, and discharged on the 1st March, 1880, would reckon 20 years and 92 days,—the 29th February, 1880, being here credited as it falls within the period of the last uncompleted year's service.

Entries in the Military History Sheet.

2138. The whole of a soldier's service from the date of attestation will be recorded in the military history sheet, as in the subjoined table :—

Country.	From.	To.	Service.	
			Years.	Days.
Home ... ..	1-6-70	2-11-72	2	216
India ... ..	2-11-72	5-1-77	4	64
Malta ... ..	6-1-77	8-2-80	2	24
Home ... ..	9-2-80	31-3-82	2	51

2139. The service abroad (whether in India or elsewhere) is reckoned from the date of embarkation in this country to the date of disembarkation on return from India or other station abroad, including the dates of embarkation and disembarkation. Invalids admitted to hospital on arrival from India will be shown as at home, but will be reckoned as on Indian service up to the date of discharge from hospital inclusive. Men of the Royal Army Medical Corps employed on Indian transports will be shown as on Indian service during such employment.

2140. The service of men on the Indian Unattached List who come home on furlough or for discharge will, during the period of furlough or up to the date of discharge, be shown as Indian service.

2141. The name and address of next of kin are to be verified and corrected soon after the 1st of January in each year, and a report



**DOCUMENTS, BOOKS, REGIMENTAL AND COMPANY,  
&c., RECORDS, OBSOLETE DOCUMENTS, AND SUPPLY  
OF STATIONERY, &c.**

**Secret, Confidential, and other Documents.**

- Definition.** 2109. The term "document" includes books, maps, letters, papers, and drawings.
- Identification of copies.** (i) Every secret document (*see* paragraph 2110) issued from the War Office bears two numbers. That on the left-hand lower corner of the cover or first page, is the mark of the document. The other, at the top of the cover or first page, is the special number borne by that particular copy. By these two numbers every copy can be identified. Every officer to whom a secret document is issued will be required to give a receipt for it on the form which accompanies it.
- Receipts to be given.** (ii) When an officer, who has acknowledged the receipt of secret documents, either resigns or vacates his command or appointment, he will hand over all such documents to his successor, receiving from him a receipt, in duplicate, for them on A. F.—A 2006. The officer handing over the documents will immediately send to the War Office, through the proper channel, one of the receipts thus obtained, and will retain the other in his possession.
- Receipts to be given on handing over secret documents.** (iii) If an officer in charge of secret documents quits his post on leave of absence, or on duty, for a period exceeding two months, the same formalities will take place on his departure and on his return, as on a change of appointment.
- Absence exceeding two months.** (iv) Every officer, after having acknowledged the receipt of a secret document, will be personally responsible for it, even after he has left the station or the Service, until he has handed over his charge in strict compliance with the above orders. In the case of an officer quitting his station for less than two months it is optional for him to hand over the secret documents in his charge to another officer with the prescribed formalities, but if he does not do so he will be responsible for them during his absence.
- Personal responsibility of officers.** (v) An officer to whom secret documents have been issued will keep a list of those in his charge, which list will be compared by the officer taking over the documents with the receipt form, which he will then sign.
- List to be kept and compared with documents.** (vi) An officer holding secret documents will personally compare them with his list on the 1st of January in each year, and will furnish a certificate on A. F.—A 2007 that he has done so.
- List to be checked annually.** 2110. All official documents are in a sense private, and can only be dealt with on the responsibility of the individual who is in charge of them, but their privacy varies with their contents, and when special privacy is necessary they will be inscribed "Secret" or "Confidential."
- Official correspondence is private.** 2111. All letters of a secret or confidential nature are to be marked "Secret" or "Confidential," as the case may be. Such letters should be enclosed in *two* envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. Confidential plans and other documents are to be similarly treated. Envelopes marked "Secret" or "Confidential" will only be opened by an



Note.—This Table is not intended to show the number of copies of each book to be kept by units, which will depend upon the circumstances of the case.

Book.	Army Book.	Royal Artillery.				Royal Engineers.		Army Service Corps.		Royal Army Medical Corps.		Remarks.
		Regimental District, Regiments of Cavalry, or Battalions of Infantry.	District and Division Offices.	Heavy, Field, and Mountain Batteries.	Garrison Companies.	Commanding Royal Engineer.	Units.	Head-quarter sections.	Companies.	Officers Commanding in districts or commands.	Head-quarters of Companies and detachments abroad.	
REGIMENTAL BOOKS.												
1. Army Orders	127	1	1	1	1	1	1	1	1	1	1	1
2. Regimental Order Book	127	1	1	1	1	1	1	1	1	1	1	1
3. Record of Officers' Services	43	1	1	1	1	1	1	1	1	1	1	1
4. Attestations	236	1	1	1	1	1	1	1	1	1	1	1
5. Defaulter Sheets (Army Form M 120) *	..	1	1	1	1	1	1	1	1	1	1	1
6. Officers' Court-martial Book	120	1	1	1	1	1	1	1	1	1	1	1
7. Court martial Sheets, (Army Form A 12) *	..	1	1	1	1	1	1	1	1	1	1	1
8. Casualty Book	156	1	1	1	1	1	1	1	1	1	1	1
9. Letter Book	127, 128, or 213	1	1	1	1	1	1	1	1	1	1	1
10. Register of Letters Received	123	1	1	1	1	1	1	1	1	1 (c)	1	(a) A.B. 121
11. Copies of returns	22 & 23	1	1	1	1	1	1	1	1	1	1	1
12. Record of Services and Ages.	26	1	1	1	1	1	1	1	1	1	1	1
13. Register of Deserters.	97	1	1	1	1	1	1	1	1	1	1	1
14. Digest of Services of the Regiment	137	1	1	1	1	1	1	1	1	1	1	1
15. Register of Marriages and Baptisms	91	1	1	1	1	1	1	1	1	1	1	1
16. Register of Births at Stations Abroad.	119	1	1	1	1	1	1	1	1	1	1	Abroad only.
17. Register of Marriages at Stations Abroad.	118	1	1	1	1	1	1	1	1	1	1	Abroad only.

# 10. Description of Books, Mounted Corps.

22. Regulation Register, Mounted Corps.
23. Weekly Report Book.
24. Register of Veterinaries of Education.
25. Precedence Book.
26. Nominal List of Men transferred to the Army Reserve.
27. Detail History, Mounted Corps.
28. Register of Mounted Cavalry.
29. Record of Captives and of Men who have been released.
30. Register Book.
31. Ledger for Mounted Cavalry.
32. Ledger for Mounted Cavalry.
33. Ledger for Mounted Cavalry.
34. Ledger for Mounted Cavalry.
35. Ledger for Mounted Cavalry.
36. Ledger for Mounted Cavalry.
37. Ledger for Mounted Cavalry.
38. Ledger for Mounted Cavalry.
39. Ledger for Mounted Cavalry.
40. Ledger for Mounted Cavalry.
41. Ledger for Mounted Cavalry.
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1. By paragraph 215 and 216.

2. By paragraph 215 and 216.

3. By paragraph 215 and 216.

4. By paragraph 215 and 216.

5. By paragraph 215 and 216.

6. By paragraph 215 and 216.

7. By paragraph 215 and 216.

8. By paragraph 215 and 216.

9. By paragraph 215 and 216.

10. By paragraph 215 and 216.

# Army Books.

389

Book.	Army Book.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.		Royal Artillery.		Royal Engineers.		Army Service Corps.		Royal Army Medical Corps.		Remarks.
		Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	Regimental Districts, Regiments of Cavalry or Battalions of Infantry.	
1. Copies of Reports of Boards of Survey on Clothing and Necessaries.	106	1	1	1	1	1	1	1	1	1	1	This book should be kept locked up by the officer commanding or 2nd in command.
2. Register of Arms and Accoutrements.	184 or 196.	...	...	...	...	...	...	...	...	...	...	
3. Book of scaled patterns of officers' lace, buttons, and badges.	...	113	1	1	1	1	1	1	1	1	1	
4. 'Vernacular Ordnance' Books.	128	1	1	1	1	1	1	1	1	1	1	
1. Letter Book.	31	1	1	1	1	1	1	1	1	1	1	This book should be kept locked up by the officer commanding or 2nd in command.
2. Register and Record of Disposed Stores.	...	1	1	1	1	1	1	1	1	1	1	
3. Veterinary History Sheets.	A.V. B. 210.	1	1	1	1	1	1	1	1	1	1	
Register for Civil Employment.	A.P. B. 208.	1	1	1	1	1	1	1	1	1	1	
Register of Recruits.	...	1	1	1	1	1	1	1	1	1	1	This book should be kept locked up by the officer commanding or 2nd in command.
Officers' Books.	...	1	1	1	1	1	1	1	1	1	1	
...	...	1	1	1	1	1	1	1	1	1	1	
...	...	1	1	1	1	1	1	1	1	1	1	

1. For the Telegraph Battalion, Royal Engineers only.  
 2. To be kept at Regimental District and Rifle Regt., and by officers commanding Royal Army Medical Corps in districts.  
 3. To be kept by officers commanding Regimental, Divisional, and Volunteer Artillery Batteries, and Garrison areas.  
 4. To be kept by units in which regimental companies are established, in accordance with the "Rules for the Management of Regimental Branches of Garrison and Regimental Institutions."



2121. When a unit is ordered on field service, only such regimental books are to be taken as will be absolutely required; the others are to be left with the regimental dépôt, under the charge of the officer commanding, who is responsible for their being correctly kept. In the Royal Artillery, Royal Engineers, and Army Service Corps, orders on this head will be given by the War Office, the deputy adjutant-general, Royal Engineers, and the assistant-quartermaster general, Army Service Corps, respectively.

Books to accompany units on service.

#### Special Instructions for Keeping Army Orders and Regimental Books, &c.

2122. All Army Orders (including Corps Orders, Royal Engineers, Royal Army Medical Corps; and Lists of Changes in War Matériel), received from the War Office, are to be kept in separate guard books. Each volume will contain orders, &c., for one year, and will be numbered and indexed.

Army order book.

#### *Regimental Order Book.*

2123. The book for regimental orders is to consist of :—Part 1, temporary orders (Army Book 129), and Part 2, permanent orders (Army Book 127). In Part 1, all orders issued by the general officer commanding or by the commanding officer of the unit, are to be entered as they are issued. At the commencement of each year these orders are to be reviewed, and such of them as the commanding officer considers it necessary to retain are to be transcribed into Part 2, together with the number and date of the original issue of each. After these extracts have been made, Part 1 may be destroyed. Part 2 is to have an index giving the date and purport of each order, the name of the officer by whom it was issued, and the page at which it is entered.

Regimental order book.

#### Record of Officers' Services.

2124. Army Book 83 will be carefully kept up. Each officer will sign his record on first joining his corps, and initial every subsequent entry. The attesting signatures of the commanding officer and adjutant will be affixed on the officer ceasing to belong to the corps.

Record of officers' services.

#### Record of Soldiers' Services—Attestations, &c.

##### *General Instructions.*

2125. The service of each soldier will be recorded on his attestation and on the duplicate attestation.

Attestations.

2126. When a warrant officer or non-commissioned officer is promoted to a commission, his attestation and the documents preserved therewith, and his medical history sheet, will be forwarded to the War Office for custody. His duplicate attestation and documents attached thereto, his company and regimental defaulter sheets, and documents connected with his clothing and accounts, will be destroyed.

Interral of documents of warrant and N.C.O.'s forwarded to War Office.

2127. When an attestation is taken from the portfolio for attestation for transfer to another corps, or for any temporary purpose, A. F. B. 108 will be prepared and sent with the attestation. This form is to be signed by the recipient, and returned by him to the officer from whom it was received to

Receipt for attestation

**Return of.** be placed in the portfolio instead of the attestation. On the return of an attestation which has been borrowed for any purpose, the A. F. - B 198 will be returned to the officer who borrowed the attestation.

**Information for completion of original attestations.** 2128 Officers charged with the custody of the original attestations are to be furnished with the information necessary to enable them to keep these records completed up to date, this information will be afforded in the monthly states of the service companies Cavalry or Infantry on A. F. - B 170; Artillery, Engineers, Army Service Corps, Army Ordnance Corps, and Army Pay Corps on A. F. - B 76.

**Custody of original attestations.** 2129 Original attestations will be sent to the officers specified below, whether on enlistment, or on transfer from other corps, and will remain in their custody during the soldier's service with the colours —

(i) Household Cavalry ..	O C the regiment
Cavalry of the Line ..	A A G. Cavalry St, Pall Mall, London, S.W.
(ii) Royal Artillery (except local companies abroad)	Officer in charge, R.A. Record Office, Woolwich (through the officer commanding Royal Artillery at the depot to which the recruit is sent)
Royal Artillery local companies abroad	O C the company
(iii) Royal Engineers (including the Territorial Reserve and Railway Reserve)	R.A.G., R.E. Record Office, Chatham
Royal Engineers local companies abroad	The commanding Royal Engineer at the station
(iv) Fusiliers ..	O C the regiment
(v) Infantry - Town ..	O C the regimental district
Regimental Rifle Corps and Rifle Brigade	O C the depot
(vi) West India Regiment ..	O C the depot
(vii) Colonial corps ..	O C the corps
(viii) Army Service Corps and military staff clerks at attached stations	Assistant quartermaster general Army Service Corps Record Office, Woolwich Dockyard
(ix) Royal Army Medical Corps ..	Deputy Assistant Director Army Medical Service War Office
(x) Army Ordnance Corps ..	Officer commanding Army Ordnance Corps Regiments Woolwich
(xi) Corps of Military Mounted Police	Assistant adjutant general Aldershot
(xii) Corps of Military Foot Police	Assistant adjutant general, Aldershot
(xiii) Band Corps of Royal Military College	Commandant, Royal Military College, Cambridge
(xiv) Post Office Corps ..	Officer commanding 24th Midland Volunteer Rifle Corps General Post Office London
(xv) Corps of Army Schoolmasters	Director of Army Schools, War Office
(xvi) School of Musketry Corps	Commandant School of Musketry Hythe
(xvii) Army Pay Corps	Staff paymaster, War Office

The original attestations of warrant officers and non-commissioned officers serving on the general, district, garrison or garrison staff and of other soldiers who are borne as support battalions on regimental establishments, will remain in the custody of the officer in charge of the original attestations of the corps to which they belong. Every January the commanding officers will furnish the officer in charge of their original attestations with a copy of A. F. - B 200 made up to date.

**2130.** The term "Officer Commanding the Depot," when used in connection with attestations and duplicate attestations, is to be understood as applying to the commanding officer of a regimental depot.

**2131.** The duplicate attestation will on the enlistment of the recruit be sent to his commanding officer, and will invariably accompany the man. The attestations and duplicate attestations will be filed in the portfolio for attestations in numerical order, an alphabetical index of the men's names being kept in each volume. Custody of "duplicate."

**2132.** The following documents will be attached to the original attestation, and enclosed with it in A. F.—B 278 :— Documents attached to original attestation.

- (i.) Proceedings of Court of Inquiry on injuries sustained.
- (ii.) Attestations of fraudulently enlisted men, and of men who improperly re-enlisted while belonging to the Army Reserve, for corps in which they have not been held to serve.
- (iii.) Authority for special enlistment (A. F.—B 203).

**2133.** The following documents will be preserved with the duplicate attestation and enclosed in A. F.—B 278 :— Documents attached to duplicate attestation.

- (i.) Re-engagement Paper (A. F.—B 136).
- (ii.) Notice to be given to his commanding officer by a soldier who desires to continue in the service beyond 21 years, under Section 85 of the Army Act (A. F.—B 221).
- (iii.) Application of a soldier to extend his army service under Section 78 (1) of the Army Act (A. F.—B 221).
- (iv.) Authority for any prolongation of service under Section 87, Army Act.
- (v.) Declaration of change of name.
- (vi.) Certified record of any service under a previous attestation which the soldier has been allowed to reckon towards pension.
- (vii.) Certificates of trade proficiency (A. F.—B 196).
- (viii.) Certificate of character (A. F.—B 64). *After one year from date of attestation this certificate may be destroyed.*
- (ix.) Regimental defaulters sheet, A. F.—B 120, ) except in the Royal Artillery and
- (x.) Court-martial sheet, A. F.—A 12, ) Army Service Corps.

**2134.** Should either the original or duplicate attestation at any time be lost or become so injured as to render it useless as an authentic record, a certified copy of the attestation (whether original or duplicate) will be made and substituted for it. An entry as follows will be made in red ink at the top of the first page of the copy :— Attestations defaced or lost.

#### COPY ATTESTATION.

"Substituted for original or duplicate) attestation, in accordance with Queen's Regulations paragraph 2134."

Station . . .

Date . . .

Signature of commanding officer.

**2135.** The duplicate attestations of re-engaged men serving at home will be sent yearly, in January, to the officer in charge of the original attestation, who will check the entries on the 3rd and 4th pages of the duplicate and the original, and then return the duplicate attestation with his remarks (if any). A copy of the 3rd and 4th pages of the duplicate attestation of re-engaged men serving abroad will be sent yearly, in January, on Army Form B 202, to the officer in charge of the original attestation, who will check the entries and return it with his remarks. The duplicate attestations of the Royal Artillery, Royal Engineers, Army Service Corps, Royal Army Medical Corps, and Army Pay Corps serving at home, will be compared annually with the attestations under instructions from the War Office. Comparison of attestations.  
Regiment at home.  
Regiment abroad.

**2136.** Every variation affecting a soldier's service, or good conduct pay, will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in the casualty return, as follows :— Entries in attestations and duplicate attestations.

Para. 2136—  
(contd.).

## Entries in the Statement of Services.

(i.) Promotion to, or reduction from, any rank.	See paragraph 744.
(ii.) Grant or deprivation of any appointment.	Such as lance corporal, bandsman on the establishment, drummer or bugler, class of orderly in the Medical Staff Corps, or shoosmith on the establishment.
(iii.) Grant or deprivation of good-conduct pay, or, in the case of non-commissioned officers enlisted before 1st July, 1881, the dates on which they would have become entitled to good-conduct pay if not promoted.	To be entered in red ink.
(iv.) Extension of service with the colours.	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, to be stated.
(v.) Re-engagement.	Entry to be made thus:—"Re-engaged for the            Regiment, at           , on           , for such term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
(vi.) Continuance in the Service beyond 21 years.	Date of authority to be quoted.
(vii.) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry to be made explaining absence from duty.
(viii.) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power.
(ix.) Absence without leave exceeding 5 days, and imprisonment awarded by C.O. exceeding 7 days.	Entry to be made immediately after disposal of case.
(x.) Transfer to other corps or to the reserve.	_____
(xi.) Posting to other portions of same corps.	_____
(xii.) Alteration of terms of service in consequence of transfer under Section 83 (3), Army Act.	To be entered thus:—"Transferred to           , on           , and conditions of service altered to            years with the colours, and            years with the reserve." Authority to be quoted.
(xiii.) Re-transfer from reserve to the colours.	The date of the re-transfer and the authority to be quoted in accordance with the "Regulations for the 1st class Army Reserve."
(xiv.) Transfer for service under a Colonial Government.	The date of transfer, and the number and date of letter authorizing it, to be quoted.
(xv.) Indian Unattached List.	Dates of being attached to and remanded from the unattached list, the rank attained therein, and whether paid by a consolidated salary, to be entered.
(xvi.) Date and cause of becoming non-effective.	_____

Military History Sheet.

28  
1. No.  
101

(xvii.) Reckoning of former service for pension purposes.	An entry as follows to be made in red ink :—	
(a). Both as "qualifying service" and "service."	" Former service in Regiment allowed to reckon	" As 'qualifying service' for pension under Article 1146 (b) (or 1146 (b.b.)), Royal Warrant for Pay, &c." years, days.
(b). As "service only."	" Former service in reckon as 'service' under Article 1145 (b), for the grant of pension under Articles 1160 or 1162, and Article 1163, Royal Warrant for Pay, &c."	" As 'service' under Article 1145 (b) (or 1145 (b.b.)), Royal Warrant for Pay, &c." years, days.
	" If ultimately pensioned forfeits deferred pay for service since re-enlistment under Article 1120 (1) of that Warrant." (See also paragraph 1845.)	

2137. In calculating service, the extra day (29th February) in a leap year is only to be reckoned when it occurs during the last year (reckoning from the date of attestation) of a soldier's service, and then only if that year's service remains uncompleted. Thus, 1880 being a leap year, a soldier enlisted on the 1st December, 1859, and discharged on the 30th November, 1880, would reckon 21 years' service exactly. But a soldier enlisted on the 1st December, 1859, and discharged on the 1st March, 1880, would reckon 20 years and 92 days,—the 29th February, 1880, being here credited as it falls within the period of the last uncompleted year's service.

Entries in the Military History Sheet.

2138. The whole of a soldier's service from the date of attestation will be recorded in the military history sheet, as in the subjoined table :—

Country.	From.	To.	Service.	
			Years.	Days.
Home ... ..	1-6-70	3-11-73	3	216
India ... ..	3-11-73	5-1-77	4	64
Malta ... ..	6-1-77	3-2-80	3	24
Home ... ..	3-2-80	31-3-83	3	51

2139. The service abroad (whether in India or elsewhere) is reckoned from the date of embarkation in this country to the date of disembarkation on return from India or other station abroad, including the dates of embarkation and disembarkation. Invalids admitted to hospital on arrival from India will be shown as at home, but will be reckoned as on Indian service up to the date of discharge from hospital inclusive. Men of the Royal Army Medical Corps employed on Indian transports will be shown as on Indian service during such employment.

2140. The service of men on the Indian Unattached List who come home on furlough or for discharge will, during the period of furlough or up to the date of discharge, be shown as Indian service.

2141. The name and address of next of kin are to be verified and corrected soon after the 1st of January in each year, and a report



### Regimental Numbers--Changes of Name.

354

to that effect is to be inserted in the "Monthly State" for the 1st February following.

*Reproductive Numbers of Soldiers.*

Name of subject

2142. A soldier when posted from one corps or regiment, or when transferred from one to another corps, will receive a regular number in that corps. In the cavalry a separate set of numbers will be kept in each regiment. Cavalry soldiers on enlistment will be numbered accordingly, and on transfer to another corps or on posting to another regiment forming part of the same corps, will receive fresh numbers in the regiment to which they are transferred or posted.

By whom  
given.

2143. The regimental number will be given by the officer in charge of the original attestation, or, in the Royal Engineers by the assistant commandant, School of Military Engineering and in the Army Pay Corps by the staff paymaster at headquarters.

Application  
for numbers.

When the officer commanding a unit requires a regimental number for a soldier, he should apply to one of these officers.

Series.

2144. The regimental series of numbers will commence with 1. The numbers will be given in sequence, according to the date of application. The series will extend to 19,999 in the Royal Horse Artillery and the Royal Field Artillery, and to 19,999 in the Royal Garrison Artillery, to 29,999 in the Royal Engineers, to 19,999 in the Army Service Corps, and 1 Royal Army Medical Corps, and to 9,999 in regiments of cavalry and infantry and in the corps not named above. When these numbers have been reached a new series will be commenced.

To be always  
used in  
documents.  
Not to be  
changed.

2145. In all documents relating to a soldier, his regimental number will invariably precede his name. This number will not be changed as long as the soldier remains in the corps. If the soldier is transferred, deserts, discharged, or dies, the number will not be given to any other soldier. A soldier promoted to warrant rank will retain his regimental number.

## Change of Name by a Self-

### Procedure.

2148. The name in which a soldier is attested cannot be removed from his attestation or documents. If a soldier who has enlisted under an assumed name wishes his true name to be added to his records, he must, at his own expense, make a statutory declaration before a magistrate as follows:

[illegible]

\* Signature: P. 104 \*

\* Decayed 1 for each of  
date of

“*Neurospora crassa*”

The man should be warned that, if he celebrates a marriage in violation of any state or party law, he is liable to be arrested for perjury.

Recording  
 NEW NAME

16. The name will then be inserted after the ~~second~~ name as an ~~and~~ wherever the latter appears in the document, and the documentation will be attached to the main duplicate attestation. ~~See~~ paragraph 21.33.

Disposal of Attestations on Transfer or Re-posting.

8147. The original and duplicate attestations of soldiers will, on transfer to other corps, on transfer to the army reserve, or on posting to other portions of the same corps, be disposed of as shown in the following table :—

Disposal of attestations on transfer or re-posting.

Nature of casualty.	Original attestations.	Duplicate attestations.
(i.) On transfer to another corps.	To be forwarded to the officer in charge of original attestations in the new corps (see paragraph 2129).	To be forwarded to the man's new commanding officer.
(ii.) On removal of an armourer-serjeant to another corps or station.	To remain in the custody of the officer specified in paragraph 2129.	To be forwarded to the O.C. Army Ordnance Corps, Woolwich, by whom it will be transmitted to the man's new commanding officer, when the original attestation has been completed therefrom.
(iii.) On removal of an army schoolmaster to a station abroad, or when transferred from abroad to a home station.		To be forwarded to the War Office, whence it will be transmitted to the Schoolmaster's new commanding officer.
(iv.) On transfer to the Indian Unattached List.	To remain in the custody of the officer specified in paragraph 2129.	To remain in the custody of the officer commanding the unit on the rolls of which the soldier is borne as supernumerary.
(v.) On transfer to another regiment while remaining on the Indian Unattached List.	To be forwarded to the officer in charge of original attestations in the new corps (see paragraph 2129).	To be forwarded to the officer commanding the unit abroad, of the corps to which the soldier is transferred.
(vi.) On re-transfer from the Indian Unattached List.	To remain in the custody of the officer specified in paragraph 2129.	To be forwarded to the officer commanding the unit to which the soldier is remanded.
(vii.) On posting to another portion of the same corps	To remain in the custody of the officer specified in paragraph 2129.	To be forwarded to the man's new commanding officer.

20  
Ann. No.  
4180

116  
Army  
419

Nature of casualty.	Original attestation.	Duplicate attestation.
(viii) On transfer to the 1st Class Army Reserve—		
1. Cavalry of the line.	To remain in the custody of the A A G. for cavalry, 41, Pall Mall, London, S W	To be forwarded to the officer in charge of the man's reserve documents.
2. Infantry of the line.	To be forwarded to the paymaster at the headquarters of the regimental district	
3. Other corps.	To remain in the custody of the officer specified in paragraph 2129	

*Disposal of Attestations of Non-Effectives.*

Cavalry and infantry of the line.

2148. The original and duplicate attestations of men of the cavalry and infantry of the line who become non-effective by death, desertion, or discharge, will be disposed of as shown in the annexed table :—

Nature of casualty.	Original attestation.	Duplicate attestation.
(i.) Death ..	To be at once destroyed.	To be forwarded to officer in charge of original attestation, and retained by him until the men have been dead for 50 years, when the document will be destroyed
(ii.) Desertion	To be retained by officer in charge for five years and to be then destroyed.	To be retained by officer in charge for one year* and to be then forwarded to officer in charge of original attestations by whom they will be retained until the men have been non-effective for 50 years, when the documents will be destroyed
(iii.) Discharge	To be retained by officer in charge for five years and to be then destroyed	To accompany the discharge documents in accordance with the instructions on the fourth page of the Proceedings on Discharge (A F — B 268).

\* If the unit proceeds abroad before the expiration of the year the documents should be then sent to the officer in charge of original attestations

**2149.** The original and duplicate attestations of men of the Household Cavalry, Royal Artillery, Royal Engineers, Foot Guards, Colonial Corps, Army Service Corps, Royal Army Medical Corps, Army Ordnance Corps, and Army Pay Corps, who become non-effective by death, desertion, or discharge, will be disposed of under regimental or corps instructions, except that in the case of discharged men the duplicate attestations will be placed with the discharge documents. (other corps, &c.)

The original and duplicate attestations of recruits rejected on final approval will be retained by the approving officer for one year, and then destroyed. Rejected recruits.

#### Regimental Defaulter Sheets.

**2150.** A sheet, A. F.—B 120, for every non-commissioned officer and man, will be kept with his other documents in A. F.—B 274 (see paragraph 2133). Regimental defaulter sheet.

The following entries will be made therein :—

- (i.) Every conviction by court-martial, every award of punishment by the commanding officer of one of Her Majesty's ships in pursuance of Her Majesty's Order in Council of the 6th February, 1882, every case of desertion or fraudulent enlistment in which trial has been dispensed with by a competent military authority, and every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction. But when the offender has been convicted by either of the courts last named and no punishment has been awarded, and also when the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the commanding officer may, if he thinks that a regimental entry of the conviction should not be made, represent the case to the general officer commanding, who may order that the regimental entry shall not be made. Convictions by the civil power for offences committed prior to enlistment are not to be entered. Entries to be made.
- (ii.) Every case of reduction of a non-commissioned officer to a lower grade or to the ranks by special order of the commander-in-chief for an offence—not for inefficiency.
- (iii.) Every award of imprisonment by the commanding officer.
- (iv.) Every offence entailing forfeiture of pay under the Pay Warrant, except (a) where the offence is absence without leave not exceeding two days; (b) when the forfeiture is in consequence of a civil conviction for which a fine has been awarded, and the general officer commanding has ordered, under sub-head (i), that a regimental entry shall not be made; or (c) when the offence was committed before enlistment. Stoppage of smoking on board ship for any period exceeding seven days.
- (v.) Confinement to barracks, exceeding seven days.
- (vi.) Every award of punishment on board Her Majesty's ships which is declared by the Regulations of Her Majesty's troopships to be equivalent to any of the above punishments, or to a regimental entry.
- (vii.) Any punishment awarded by visitors to prisoners in a military or naval prison; by officers commanding garrisons, brigades, or units (as the case may be), in a provost prison, when so ordered by the officer awarding the punishment; and by directors of convict prisons in a civil gaol.

- (vii.) Every conviction under Section 6, "Reserve Forces Act, 1882," of a man enrolled in the army reserve.  
 (ix.) Every award for drunkenness of a fine of 2s. 6d. and upwards in Colonial corps, and 5s. and upwards in all other corps.

Entries of  
drunkenness.

2151 Crimes of drunkenness are to be entered in black ink, and are to bear the same number in the column set apart for that purpose, in red ink, as is prefixed to the corresponding entry in the squadron, battery, or company defaulter sheet.

Mode of  
recording  
entries.

2152 In order to ensure uniformity and brevity in the entry of offences the following rules are to be observed:—

- (i.) In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each is to be numbered. The date of original sentence of court-martial is to be inserted in the column "date of award."
- (ii.) In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus:—  
 "Disgraceful conduct—of a cruel kind," or  
 "Disgraceful conduct—embezzling public money," or  
 "Disgraceful conduct—maliciously," as the case may be.
- (iii.) In trials for insubordination, the same course is to be pursued; thus "Insubordination—disobedience of orders," or "Insubordination—striking his superior officer," as the case may be.
- (iv.) Vague entries, such as "improper conduct," are to be avoided. The "crime" will state briefly the nature of the offence, e.g., "neglect of duty," &c.
- (v.) Confinement to barracks is to be represented by *C.B.*; imprisonment with hard labour, by *Imp. H.L.*; fine, by *Fine*; penal servitude, by *P.S.*; forfeiture of pay, by *Forfeiture*; days pay; deprived of lance stripe, by *Depr. of Lance Stripe*.
- (vi.) Imprisonment, when awarded by a commanding officer, is to be entered in hours, up to seven days inclusive. When the imprisonment exceeds seven days, the award will be in days.
- (vii.) No date is to be entered in the "offence" column, unless two dates are necessarily included in the offence, in which case the column for "date" is to show the first, and that for "offence" the second.
- (viii.) In like manner no place is to be mentioned in the "offence" column, unless the statement of the offence involves two places, then the "place" column is to give the first, and the "offence" column the second.
- (ix.) Forfeiture of pay is to be noted under the "crime" column.
- (x.) The first entry summary award is to be entered in the column for date of award, &c.
- (xi.) All offences of which a man is convicted by court-martial are to be entered, whether the sentences are wholly remitted or not, but the sentences as commuted, together with any remission, mitigation, or commutation, are alone to be entered. A note will be made in the column of remarks of any remission, mitigation, or commutation, subsequent to confirmation, with the date of the order. When the record



of a court-martial is ordered to be removed by proper authority, no entry is to be made of the conviction, and, if already made, it is to be erased.

2153. On the death of a soldier his defaulter sheet may be destroyed. If a man is transferred or removed to another unit or to the army reserve, or if he is discharged, the defaulter sheet—in blank if there are no entries—will invariably be certified by the signature of an officer, and transferred with the man. Disposal of defaulter sheets on death, transfer, &c.

2154. The defaulter sheets of men who desert are to be retained with the unit for one year from the date of desertion, or until embarkation, should the unit proceed abroad within the year; they are then to be sent to the depot, there to be retained until the deserter is apprehended or until the expiration of the period for which the deserter was originally attested. In the Royal Artillery, the defaulter sheets of men who desert from home stations are to be enclosed in the casualty return reporting the desertion; those of men who desert abroad are to be retained in the district for 12 months, and then transmitted to the Royal Artillery Record Office, should the deserter be still at large. In the Royal Engineers the defaulter sheets will be forwarded to the Royal Engineer Record Office, and in the case of the Royal Army Medical Corps, to the headquarters of the corps, with the remainder of the deserter's documents. Deserters' defaulter sheets.

2155. In all cases of men discharged, their defaulter sheets, court-martial sheets, and certified copies of any convictions by the civil power, are, after the discharge has been confirmed, to be forwarded with the discharge documents. Defaulter sheets &c., of men discharged.

#### Guard Reports.

2156. All guard reports (A.F.—B 160), showing the disposal of prisoners by commanding officers, and dating since the preceding inspection, are to be preserved in original, and laid before general officers at their inspections for comparison with the entries in the regimental defaulter sheets. After such comparison the general officer may authorize their destruction, but care must first be taken to record such of the information contained in them as will be required for the compilation of the annual return. Comparing defaulter sheets and guard reports.

2157. On the promotion of a soldier to warrant rank, his regimental defaulter sheet will be attached to his duplicate attestation, and will only be brought into use again in case of his reversion from warrant rank. Promotion to warrant officer.

#### Court-Martial Records.

##### *Officers' Court-Martial Book.*

2158. A guard book is to be kept as a confidential document by the commanding officer of every unit and corps, and is to contain certified copies of all charges upon which any officer therein serving has been convicted by court-martial, together with the finding, sentence, and confirmation in each case, and minutes of the execution or remission of all or any parts of such sentence. On the appointment, either from half-pay or from another corps, of an officer who has been convicted by court-martial, the commanding officer is to make application to the War Office for the above documents. Officers' court-martial book.

*Soldiers' Court-Martial Sheets*

Court-martial sheets, warrant officers, NCOs and men.

2159. A court martial sheet (A F A 12) for every warrant officer, non-commissioned officer, and man, will be kept with his other documents in A. F. — B 278 (see paragraph 2133). No entry will be made therein in respect of any charge upon which any soldier has been acquitted, but in every case of conviction the charges, findings, sentences, and minutes of confirmation will be entered in full, and the record will be verified by the signature of the commanding officer. When a finding or sentence has been altered on revision, or a sentence has been varied by the confirming officer, the finding and sentence as revised or varied are to be recorded as well as the original finding and sentence. The date of the original sentence is in all cases to be entered. Any remission, mitigation, or commutation of a sentence, whether at the time of confirmation or subsequently, is likewise to be recorded, together with the name of the officer making the order, and the date of the order.

Convictions by civil power.

2160. Certified copies of all convictions by the civil power will be annexed to the soldier's court martial sheet. When the imprisonment awarded on any such conviction exceeds seven days, an entry is to be made in the court-martial sheet, and produced in evidence in the same manner as a former conviction by court martial. When the imprisonment is for seven days and under, the conviction is to be treated as an ordinary entry in the regimental defaulter sheet, with regard to forfeiture of good conduct pay. A conviction by the civil power, which under the provisions of paragraph 2159(1) does not entail an entry in the regimental defaulter sheet, will not be recorded in the court-martial sheet.

Convictions for offences before enlistment or during desertion.

2161. Convictions after enlistment of offences committed prior to enlistment are not to be entered or given in evidence against a soldier on a trial by court-martial, but convictions of offences committed in civil life while in a state of desertion are to be entered and given in evidence before courts-martial as previous convictions.

Transfers and non-effective men.

2162. When soldiers are transferred, or become non-effective from any cause, their court martial sheets are to be dealt with as directed for regimental defaulter sheets.

Convictions of army reserve men.

2163. Every conviction under Section 6 of the "Reserve Forces Act, 1882," of a man enrolled in the army reserve, is to be entered in his court-martial sheet.

**Declarations of Courts of Inquiry into Illegal Absence.**

Courts of inquiry on absentees.

2164. A record on A F B 115, countersigned by the commanding officer, of the declaration of a court of inquiry held to record the illegal absence of a soldier, is to be kept with his court martial sheet, and that record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated on the trial of the soldier. The original proceedings are then to be destroyed. When a unit embarks for service abroad, or leaves a station abroad, copies of such records referring to all men still absent, verified by the officer having custody of the regimental books, are to be left with the depot at home or the staff officer at the port of embarkation abroad. When a soldier serving abroad deserts, a certified copy of the declaration of the court of inquiry is to be sent to the depot.

**Original Proceedings of Regimental Courts-Martial.**

**2165.** The original proceedings of every regimental court-martial, after the requisite entries have been made in the regimental books, and after they have been laid before the general officer commanding at the next annual inspection, are to be disposed of as follows:—In the infantry they will be forwarded to the regimental depôt; in the Royal Artillery, Royal Engineers, Army Service Corps, Royal Army Medical Corps, and departmental corps, they will be forwarded to the officers severally in charge of the regimental records of the regiment or corps concerned. These original proceedings are in every case to be preserved for three years from the date of the trial.

Disposal of  
proceedings  
of regi-  
mental  
courts-  
martial.

**Casualty Book, Letter Book, and Register of Letters Received.**

**2166.** A casualty book (Army Book 156) is to be kept at the headquarters of every unit, in which all changes in the service of soldiers are to be inserted daily. A copy of the entries between the first and last days of each month is to be furnished by commanding officers, with the monthly report, to the officer commanding the depôt, so that every change affecting a man may be regularly recorded in his attestation. In the Royal Artillery this return is to be rendered by officers commanding batteries and companies through the officer commanding the Royal Artillery of the district; one copy will be sent to the War Office, and one to the district headquarters. In the Royal Engineers the return is to be forwarded to the officer in charge of regimental records through the commanding Royal Engineer of the district. In the Army Service Corps the return will be forwarded to the officer in charge of records, Army Service Corps, Dockyard, Woolwich. Casualties affecting corps pay may be entered in this book.

Casualty  
book.

Monthly  
state.

**2167.** In the letter book (Army Book 127, 129, or 213) are to be entered all official letters written by the commanding officer, or under his direction, on regimental business. It should be kept in two parts, one for the entry of letters to the public departments, and one for those to individuals. In batteries and companies of Royal Artillery and companies of Royal Engineers, a third part should be kept for the entry of matters relating to pay and clothing. The book is to contain an alphabetical index, and a separate index for the public departments. It need not be preserved beyond three years after it is completed, but copies of such letters as may be likely to be required for reference must be kept.

Letter book

**2168.** A register of all letters received will be kept in Army Book 193.

Register  
letters  
received.  
Returns.

**2169.** Copies of all returns rendered are to be kept in a guard book and arranged in order of date. They may be destroyed after the expiration of three years.

**Historical Records.**

**2170.** A historical record is to be kept in every corps stating the period and circumstances of the original formation of the corps; the means by which it has, from time to time, been recruited; the stations at which it has been employed; and the period of its arrival at and departure from such stations. In the Royal Artillery this is to be kept up by batteries and companies.

Digest of  
services of  
regiments.

**2171.** This account is to specify the battles, sieges, and other military operations in which the corps has been engaged, and to record its achievements. It is to contain the names of all officers

Facts in

killed or wounded by the enemy, and the name of any officer or soldier who may have specially distinguished himself in action. The badges and devices which the corps has been permitted to bear, and the reasons on account of which such badges and devices, or other marks of distinction, were granted, together with the date of the authority for the same, are to be stated.

Alterations in establishment, clothing, &c.

2172. Any particular alterations in the clothing, arms, accoutrements, colours, or horse furniture, are to be recorded, the dates of the orders under which such alterations were made being quoted. The various alterations made in the establishment of the corps, either by augmentation or reduction, are also to be stated.

Where kept.

2173. In the infantry this book will be kept up for the whole regiment at the regimental depot, under the personal superintendence of the officer commanding the regimental district. A battalion record will be similarly kept in each battalion, and with a view of ensuring regularity and accuracy in the regimental records, officers commanding the line battalions will send to the officer commanding the regimental district, every 1st April and 1st October, particulars of all services and changes which should be entered.

National collection in British Museum.

2174. It being very desirable that the British Museum should contain copies of all works relating to the army, officers commanding are invited to send copies of all historical records and regimental magazines and newspapers, which may be privately printed, to the Principal Librarian of the Museum.

#### Register of Marriages and Baptisms.\*

Advantages of the register.

2175. The register of marriages and baptisms (Army Book 91) affords the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of soldiers. In many cases this register may prove the only record in existence.

Marriages to be legally performed

2176. When a soldier's marriage takes place in the United Kingdom, care is to be taken to ascertain that the ceremony is legally performed, and at stations abroad that local regulations relative to marriages are properly regarded. Legal marriages of soldiers, whether with or without leave, are to be entered in this register, which is quite distinct from the "Married Roll."

Registry of marriages.

2177. When the marriage is solemnized by an army chaplain, he is to certify the marriage with his signature in the regimental register, and to require the witnesses to do the same. When marriages are not solemnized by an army chaplain, the soldier is to ask, at the time of marriage, for a certificate from the officiating clergyman or registrar. This certificate he is to take to the adjutant of his unit, to be copied into the register of marriages, and the adjutant is to sign his name to every such registry, as giving the contents of the certificate produced.

Registry of baptisms.

2178. Whenever the child of a soldier is baptized, the father is, without delay, to bring to the adjutant of his unit for the purpose of being registered, an account of the baptism, according to the prescribed form.

Certificates of birth.

2179. In cases where a baptized certificate cannot be obtained from a chaplain to the force, soldiers will be required to furnish the adjutants of their units with a certificate of the birth of their children instead of the baptism. This certificate can be obtained

\* Paragraphs 2176 to 2180 do not refer to the Hong Kong Regulations, or to the Companies R. A. and R. F. at sea.

from the district registrar, at the time of registration, for the sum of 3d.

2180. Officers who marry, and married officers who have children baptized, while on service abroad, should avail themselves of the regimental registers; otherwise there may be no regular or permanent record of such marriage or baptism.

Available for married officers.

#### REPORT OF BIRTHS AND DEATHS—AT HOME.

2181. Officers commanding at stations in the United Kingdom are to report to the registrar of the district in which they are serving, for the information of the Registrars-General, all births and deaths which take place among the troops under their command, taking special care to furnish the district registrar with the following particulars on A. F. B 259 and B 260, or so many of them as may be known:—

Reports at home stations to Registrars-General.

*Birth.*—The date and place of birth; sex; name, if any; corps, name, surname, and nationality of father (English, Scotch, Irish, &c., as the case may be); name and maiden name of mother; rank and profession of father.

*Death.*—The date and place of death; corps, name, surname, and nationality of deceased (English, Scotch, Irish, &c., as the case may be); sex; age; rank and profession; cause of death; religion.

#### REGISTRATION AND REPORT OF BIRTHS, MARRIAGES, AND DEATHS—ABROAD.

2182. The following will be the procedure abroad:—

Stations abroad.

##### (i.) Births.

A register (Army Book 112) of all births in the families of officers and soldiers will be kept by the officer commanding every unit or detachment, and by the head of every department, and such officer, or head of a department, will be responsible for all omissions from, or wrongful insertions in, the register. Certified copies of the registers so kept will be sent on the 1st January and the 1st July in each year on Army Form A 42, to the general officer commanding the station, and will be forwarded by him without delay to the War Office for transmission to the Registrar-General in England. When no births, deaths, or marriages have occurred during the half year, or during a broken period, the returns will be transmitted with the word "Nil" inserted therein. Extracts held back for completion should be transmitted to the War Office, when complete, as soon as possible after the half-yearly period. The nationality of the subject of the entry (English, Scotch, Irish, &c., as the case may be,) is to be inserted.

Register of births.

Copies of registers to be rendered.

When the original registers are filled up, they will be forwarded to the War Office for transmission to the Registrar-General. When a unit returns its completed register to the War Office, any subsidiary register which may have been kept by a detachment, whether the latter be completed or not, will be forwarded at the same time.

Registers filled up.

##### (ii.) Marriages.

A register (Army Book 113) of all marriages solemnized among officers and soldiers and their families will be kept and dealt with in the same manner as in the case of the register of births. The certified copies will be prepared on A. F. A 43.

Register of marriages.

(q. n.)

2 v. 2



Register of  
Deaths.

**(iii.) Deaths.**

A register (Army Book 114) of all deaths occurring among officers and soldiers and their families will be kept and dealt with in the same manner as in the case of the register of births. The certified copies will be prepared on A. F.—A 44.

**Equitation Register.**

Classifica-  
tion of offi-  
cers, men,  
and horses.

**2183.** In this register (Army Book 93) the officers, men, and horses are to be formed into three classes, according to their degrees of proficiency. The first class is to consist of such officers and soldiers as are competent to perform any duty in connection with equitation to which they may be liable. The second class is to comprise those officers and soldiers who are in an intermediate state of proficiency. The third class is to include those officers and soldiers who are in the early stages of instruction. The horses are to be classed in like manner.

Classifica-  
tion  
Dismissals.

**2184.** The classification is to be made under the direction of the commanding officer, and any alterations are to be determined by him. Dismissals from attendance at the riding drills are to be authorized by the commanding officer only, after personal inspection.

Class-roll.

**2185.** In addition to the register to be kept by the riding master, a class-roll, which will be shown at inspections, is to be kept in each troop of the officers, men, and horses belonging to it.

**Register of Certificates of Education.**

Register of  
certificates  
of education

**2186.** A register of certificates of education (Army Book 13) will be kept in the orderly room, in accordance with the instructions contained in the book itself. Any award of certificates will be at once entered in it, and communicated to the schoolmaster in charge of the school attended by the unit, and the register will be produced in the school room at all school inspections.

**Veterinary Officers' Books.**

Veterinary  
officers'  
books.

**2187.** Books used by veterinary officers are to be kept in accordance with the "Veterinary Regulations."

**Register for Civil Employment.**

**2188.** The "Instructions as to the Civil Employment of Army Reserve Men and Discharged Soldiers," contain full directions on the subject.

**Company, &c., Books.**

List.

**2189.** The following books will be kept by squadrons, troops, batteries, and companies throughout the service:—

1. Order Book. Army Book 137.
2. Defaulter book. A guard book containing A. F.—B 121.
3. Savings bank ledger. Army Book 90.
4. Messing book. Army Book 48.
5. Pay and mess sheet. A. F.—N 1504.
6. Pay List. A. F.—N 1505.
7. Cash Book and Ledger. Army Book 89.
8. Register of arms and accoutrements. Army Book }  
185 for garrison companies and 185 for horse and } Royal Artillery only  
field batteries.
9. Personal effects disposal book. Army Book 339.
10. Monthly requisitions for clothing and necessaries—  
A. F.—H 1178 and 1180 for mounted services.  
A. F.—H 1179 and 1181 for dismounted services.
11. Description of horses. Army Book 72. Not kept by those having horses or mares only.

*Defaulter Book.*

**2190.** The defaulter book, which will contain sheets (A. F. - Defaulter book.  
B 121) for every non-commissioned officer and man, will be retained in the custody of the captain of the company, &c., under lock and key.

The following rules for keeping up the defaulter book will be observed:—(1.) The heading of each sheet will be filled up. (2.) The same rules will be observed as are laid down for regimental defaulter sheets in paragraph 2152. (3.) The officer who makes an entry will initial it in the last column. (4.) The captain will regularly and distinctly record therein every offence of whatever description committed by non-commissioned officers and privates, for which punishment has been awarded or reprimand administered, except offences, other than drunkenness for which confinement to barracks for one day or its equivalent punishment on board ship, has been awarded. Admonition will not be entered except in cases of drunkenness, and in those involving forfeiture of pay under the Royal Warrant for Pay, &c. (5.) Every act of drunkenness committed by a soldier since his enlistment is to be entered in black ink, and numbered consecutively, in red ink, in the column set apart for that purpose. Cases of absence, which are ordered by the commanding officer in awarding punishment to be considered equivalent to drunkenness, are not to be so numbered, but the letter D is to be inserted against them in red ink. Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink. (6.) The defaulter sheets of the Royal Artillery and of the Army Service Corps will, on a court-martial entry being made therein, contain in the column for remarks the information required to complete columns 5, 6, and 7 of the court-martial sheets (A. F. - A 12). (7.) All entries in the defaulter books will be compared frequently by the commanding officer or an officer deputed by him with the awards recorded in the guard reports and minor punishment reports, and with the entries in the regimental court-martial sheets.

**2191.** When soldiers are transferred or become non-effective, the sheets of the defaulter book referring to them are to be dealt with as directed for regimental defaulter sheets. Disposal of defaulter sheets on transfer, &c.

**Disposal of Obsolete Documents, &c.**

**2192.** To avoid the accumulation of records in district or station offices, the general officer commanding is to cause to be prepared once every five years a list of all official documents and books over three years old, arranged according to subjects and periods, distinguishing those which it is necessary to preserve from those which are recommended to be destroyed. This list is to be referred to a board of two staff officers and the head of the department to which the records belong, who are to report their opinion as to which documents may be destroyed without inconvenience to the service. After a consideration of the report, the general officer commanding will issue orders regarding the disposal of the condemned records. District and station books and documents.  
  
Board to be assembled.

**2193.** The following course is to be adopted, as occasion may require, in disposing of useless regimental books and records not specially authorized to be destroyed periodically. The officer com- Regimental books, &c.

manding is to assemble a committee of officers to examine and ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will complete A. F.—L 1373 and submit it to the commanding officer for transmission to the general officer commanding, who will act as directed in paragraph 2192.

**Supply, &c., of Stationery, Army Forms, Military Books,  
Maps, &c.**

**Supply.**

2194. The supply of stationery, army forms, army books, and school materials, &c., will be in accordance with the "Allowance Regulations." Military books and maps are issued in accordance with the "Regulations with regard to the issue of military books and maps (including map message forms)."

**Map message  
forms.**

2195. Map message forms (A. F.—A 2002 and A 2003) are to be used for the transmission of topographical information by telegraph or signal. Instructions for their use are printed on each form.

**Disposal  
of used  
materials.**

2196. Old copy-books and other used materials will be disposed of in accordance with the "Allowance Regulations."

## APPENDICES.

## APPENDIX I.

(Referred to in paragraph 155.)

Order in Council defining the duties of the principal officers who may hereafter from time to time, under the Secretary of State for War, be charged with the administration of the Departments of the Army.

THE following provisions of an Order of Her Majesty in Council, dated the 7th March, 1899, are notified for the guidance of all concerned :—

HER MAJESTY has been pleased, by an Order in Council of the 7th March, 1899, to define the duties of the principal officers who may hereafter from time to time, under the Secretary of State for War, be charged with the administration of the departments of the army—subject to such regulations as may be made by the Secretary of State for War—the officers hereinafter named shall be charged with the duties herein assigned to them.

## DEPARTMENT OF THE COMMANDER-IN-CHIEF.

The commander-in-chief shall exercise general command over Her Majesty's military forces at home and abroad, shall issue "Army Orders," and hold periodical inspections of the troops. Duties of the commander-in-chief.

He shall be the principal adviser of the Secretary of State on all military questions and shall be charged with the general supervision of the military departments of the War Office.

He shall be charged with the general distribution of the army at home and abroad, with the preparation and maintenance of detailed plans for the mobilisation of the regular and auxiliary forces, with the preparation and maintenance of schemes of offensive and defensive operations, and with collecting and compiling military information; with selecting fit and proper persons to be recommended for appointment to commissions in the regular forces; with proposing fit and proper officers, whether of the regular or auxiliary forces, for promotion, for staff and other military appointments, and for military honours and rewards.

## THE ADJUTANT-GENERAL'S DEPARTMENT.

The adjutant-general shall be charged with the discipline, military education, and training of the officers, warrant officers, non-commissioned officers, and men of the regular and reserve forces and Militia of the United Kingdom, and of the Yeomanry and Volunteer force of the United Kingdom when subject to military law or when assembled for training, exercise, inspection, or voluntary military duty; with patterns of clothing and necessaries, and with the maintenance of returns and statistics connected with the *personnel* of the army; with enlisting men for, and discharging men from, the regular and auxiliary forces; with annually submitting proposals for the establishments for all the above services. He shall advise the Secretary of State on all questions connected with the duties of his department, and in the absence of the commander-in-chief he shall act for him. Duties of the adjutant-general.

THE QUARTERMASTER-GENERAL'S DEPARTMENT.

Duties of  
the quarter-  
master-  
general

The quartermaster-general shall be charged with supplying the army with food, forage, fuel, and light, and quarters, with land and water transport, and with remounts; with the movement of troops, and with the distribution of their stores and equipment; with administering the Army Service Corps, the Pay Department, and the establishments employed on the above services; and with dealing with sanitary questions relating to the army. He shall submit proposals for the annual estimates for the above services, and shall advise the Secretary of State on all questions connected with the duties of his department. He shall make such inspections as may be necessary to secure the efficiency of the services under his control.

DEPARTMENT OF THE INSPECTOR-GENERAL OF FORTIFICATIONS.

Duties of  
the inspec-  
tor-general  
of fortifica-  
tions.

The inspector-general of fortifications shall be charged with the construction and maintenance of fortifications, barracks, and store buildings, and the inspection of ordnance factory buildings, with military railways and telegraphs; with the custody of War Office lands and unoccupied buildings; with advising as to the design and issue of Royal Engineer and submarine mining stores. He shall submit proposals for the annual estimates for engineer services, and shall advise as to the general distribution of the corps, and as to the appointment of officers to, or their removal from, responsible positions in connection with works. He shall advise on all questions relating to the technical instruction of the Corps of Royal Engineers, and shall make such inspections as may be necessary to secure the efficiency of the services under his control. He shall advise the Secretary of State on all questions connected with the duties of his department.

DEPARTMENT OF THE DIRECTOR-GENERAL OF ORDNANCE.

Duties of  
the direc-  
tor-general  
of ordnance

The director-general of ordnance shall be charged with supplying the army with warlike stores, equipment, and clothing; with the direction of the Ordnance Committee and the manufacturing departments of the army; with dealing with questions of armament, of patterns, of inventions and designs, and with the inspection of all stores whether supplied by the manufacturing departments or by contractors. He shall administer the Army Ordnance Department and the Army Ordnance Corps, and shall make such inspections as may be necessary to secure the efficiency of the services under his control. He shall submit proposals for the annual estimates for the above services, and shall advise the Secretary of State on all questions connected with the duties of his department.

HER MAJESTY in Council is further pleased to order that, subject to the approval of the Secretary of State for War, the Financial Secretary of the War Office shall be charged

Duties of  
the financial  
secretary

With financially reviewing the expenditure proposed to be provided in the annual estimates for army services, and with compiling those estimates for submission to Parliament; with financially reviewing any proposals for new expenditure, or for any proposed redistribution of the sums allotted to the different subheads of the votes for army services; with seeing that accounts of all expenditure of cash and stores are correctly and punctually rendered; with



auditing and allowing all such expenditure, and recording the same under its proper head of service in the annual account for Parliament; with issuing all warrants for the payment of moneys; with making all imprests to accountants and others; with the financial control of the manufacturing departments of the army and with controlling and recording all contracts for Army Services; and with advising the Secretary of State on all questions of army expenditure.

HER MAJESTY in Council has been further pleased to direct that the Order in Council of the 21st November, 1895, defining the duties of the principal officers under the Secretary of State for War charged with the administration of the departments of the army be revoked.

## APPENDIX II.

### Brigade of Guards.\*

THE FOLLOWING EXTRACTS FROM HER MAJESTY'S REGULATIONS FOR THE BRIGADE OF GUARDS, 1895, ARE PUBLISHED FOR INFORMATION.

#### COMMAND AND RANK.

\* \* \* \* \*

5. The Brigade of Guards is commanded by a major-general, promoted to that rank after having served as a field officer in one of the regiments of Foot Guards.

6. In the absence of the major-general, the senior regimental field officer of the brigade commands.

7. On all matters relating to the brigade out of the usual routine, and more especially anything which may infringe a privilege established by the Sovereign, the major-general, or in his absence the senior officer of the brigade present, will refer to the senior colonel of the Brigade of Guards.

8. Communications respecting differences in reference to court duties, are to be made to the senior colonel through the major-general.

9. All orders to the brigade are issued by or under the authority of the major-general.

10. He is the channel of communication with the authorities at the War Office upon all subjects except those enumerated in paragraph 45.

11. Correspondence upon brigade affairs, and upon regimental matters not mentioned in paragraph 45 passes through the brigade major.

12. When parts of the brigade meet for drills, reviews, or other purposes, the senior regimental officer, in the absence of the

\* The full titles of the three regiments are:—

The First or Grenadier regiment of Foot Guards.

The Coldstream regiment of Foot Guards.

The Scots regiment of Foot Guards.

The expression "The Brigade of Guards" means the above-mentioned three regiments.

A "Guards brigade" is a brigade formed of two or more battalions from three regiments.

A "Guards general" is a general officer promoted to that rank after having served as a field officer in a regiment of Foot Guards.

major-general, will command, except on the Queen's birthday, when the flank companies of the brigade in London, including those at the Tower, meet on the Horse Guards parade, and will be commanded by the field officer in brigade waiting.

13. The Foot Guards from time immemorial, when detached by brigade, have always been commanded by officers belonging to the brigade, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent abroad, or employed on any particular service at home, they will be commanded by a Guards general. Should no such general officer be given the command, a brigadier from the brigade will be appointed.

14. Each of the three regiments, viz.

The First or Grenadier regiment of Foot Guards,

The Coldstream regiment of Foot Guards,

The Scots regiment of Foot Guards,

is commanded by a colonel, who, in addition to commanding the regiment, discharges duties in connection with the drill and inspection of certain Militia and Volunteer battalions, similar to those performed by officers commanding regimental districts.

15. Each battalion is commanded by an officer of the regimental rank of lieutenant-colonel.

16. When the officer commanding a regiment is absent on leave, one of the lieutenant colonels commanding battalions, or an officer second in command of a battalion, is to be left in command of the regiment.

17. The brigade major will invariably be an officer of sufficient rank in the Guards. If an officer has passed through the Staff College, the appointment will be offered to him, but if there is no such officer, it will be given to an adjutant of the brigade, or to an officer who has held that appointment.

#### HONOURS AND SALUTES.

18. The State colours will not be carried unless specially ordered by the senior colonel of the brigade, and when so carried they will, as in the case of the Royal or first colours, be lowered to Crowned Heads, Presidents of those Republican States in which the Sovereign is represented by an Ambassador, and members of Royal Families.

19. The Royal or first colour (hereinafter called the Queen's colour) is never to be carried by any guard except that which mounts upon the person of the Sovereign.

20. When the Sovereign is out of London, the Queen's Guard will mount with the regimental colour, except upon Royal birthdays, and on days when the guard is formed into a guard of honour, when it will mount with the Queen's colour.

21. Both colours will be lowered to the Sovereign, to members of the Royal Family, to Foreign Crowned Heads, to Presidents of those Republican States in which the Sovereign is represented by an Ambassador, and to members of Foreign Royal Families. This does not refer to representatives of the Sovereign.

22. To the colonel of a regiment of Foot Guards, if a field-marshal, his regiment will lower the regimental colour only.

23. The brigade, or any part of it, will present arms.—

To the Sovereign.

To members of the Royal Family.

To Foreign Crowned Heads.

To Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

To members of Foreign Imperial and Royal Families.

To the Lord-Lieutenant of Ireland,\* in Ireland.

To governors-general,\* captains-general,\* and commanders-in-chief,\* of colonies or dependencies, appointed as such, in their respective Governments.

To the commander-in-chief, or field-marshal or general commanding-in-chief, of the army.

To the colonels of the regiments of Household Cavalry.

To the colonels of the regiments of Foot Guards.

To the major-general.

To general officers† with whom or under whom a part of the brigade may be serving.

To officers appointed to command regiments of Household Cavalry.

To officers appointed to command regiments or battalions of Foot Guards.

To officers, second in command of battalions, when in temporary command of regiments or battalions of Foot Guards.

To the Queen's Life Guard.

To the Queen's Guard.

To armed corps (as defined in the "Queen's Regulations").

To grand rounds.

24. The brigade, or any part of it, will shoulder arms to all persons entitled to be received with a salute to whom the compliment of presenting arms is not due. The "shoulder."

25. A battalion with uncased colours meeting the Queen's Life Guard, or the Queen's Guard, will pass on with shouldered arms. Battalions, guards, and armed parties.

26. A battalion with cased colours or without colours, or a detachment, guard, or relief meeting the Queen's Life Guard or the Queen's Guard with uncased standard or colour, will be ordered to halt, open the ranks, and present arms; but will pass on with shouldered arms if the standard or colour of the Queen's Life Guard or Queen's Guard is cased.

27. The Queen's Guard meeting the Queen's Life Guard will pass on with shouldered arms.

28. Battalions, detachments, guards, and reliefs on the march meeting the Sovereign will be ordered to halt, open the ranks and present arms. On meeting members of the Royal Family, Foreign Crowned Heads, Presidents of those Republican States in which the Sovereign is represented by an Ambassador, and members of Foreign Imperial and Royal Families, and when in the vicinity of Royal Palaces when the Royal Standard is flying, they will pass on with shouldered arms.

29. Officers, warrant and non-commissioned officers, and men, wherever they meet or see Her Majesty, will halt, front, and salute.

30. When guards of honour mount for the Sovereign or the Prince and Princess of Wales, they will present arms and lower the colours to all members of the Royal Family, but the band will only play when the salute is given to the Sovereign or the Prince and Princess of Wales. With other guards of honour, the band will play when a salute is given to any member of the Royal Family.

31. The Queen's Guard turns out and presents arms to Her Majesty only. Compliments by guards and sentries.

32. It turns out and shoulders arms to the major-general and to the field officer in brigade waiting, if visited by him on duty.

33. The sentries of the Queen's Guard will present arms --

To the Queen.

To members of the Royal Family.

Queen's Guard.

\* As representing the Sovereign.

† Colonels in command of brigades are not entitled to the "Present."

To the Queen's Life Guard.  
To the Queen's Guard.  
To armed corps (as defined in the "Queen's Regulations").  
They will shoulder arms to officers who are not members of the Royal Family, and to armed parties.

**34.** The Buckingham Palace Guard turns out and presents arms—

To the Queen.  
To members of the Royal Family.  
To the Queen's Life Guard.  
To the Queen's Guard.  
To armed corps (as defined in the "Queen's Regulations").

**35.** It turns out and shoulders arms—

To the major-general.  
To the field officer in brigade waiting.  
To the captain of the Queen's Guard, if visited by him on duty.

**36.** The sentries of the Buckingham Palace Guard will present arms—

To the Queen.  
To members of the Royal Family.  
To the Queen's Life Guard.  
To the Queen's Guard.  
To armed corps (as defined in the "Queen's Regulations").  
They will shoulder to all officers who are not members of the Royal Family, and to armed parties.

**37.** The Tytt Yard Guard turns out and presents arms—

To the Queen.  
To members of the Royal Family.  
To the major-general.  
To the field officer in brigade waiting.  
To the Queen's Life Guard.  
To the Queen's Guard.  
To armed corps (as defined in the "Queen's Regulations").

**38.** It turns out and shoulders arms—

To the captain of the Queen's Guard.  
To armed parties.

**39.** The sentry of the Tytt Yard Guard will present arms—

To the Queen.  
To members of the Royal Family.  
To the commander-in-chief, or the field-marshal or general officer commanding in-chief, of the army.  
To the colonels of the regiments of Household Cavalry.  
To the colonels of the regiments of Foot Guards.  
To the major general.

To officers appointed to command regiments of Household Cavalry.

To officers appointed to command regiments or battalions of Foot Guards.

To officers, second in command of battalions, while in temporary command of regiments or battalions of Foot Guards.

To the Queen's Life Guard.  
To the Queen's Guard.  
To armed corps (as defined in the "Queen's Regulations").  
He will shoulder arms  
To armed parties.

To officers not entitled to the present.

**40.** The orders for the Buckingham Palace Guard apply generally to the Windsor Castle Guard.

41. A barrack guard turns out and presents arms once a day to the officer in actual command of the battalion furnishing it, after which it is to turn out and shoulder arms to him. These compliments are to be paid to him irrespective of his Guards rank.

42. Sentries are to pay the compliment due to the rank of an officer according to these Regulations whenever they recognise him, the compliment of the shoulder being given to all officers not entitled to the present.

#### INTERIOR ECONOMY.

43. A general officer under whose command a battalion, or brigade, of guards may at any time be serving, is not to make any alteration in the system established for the guards, without the sanction of the senior colonel of the brigade.

44. The officer commanding each regiment regulates the general system and uniformity of the interior economy and discipline of the battalions and depôt of his regiment.

All communications to the major-general pass through him, he is to inspect the battalions and depôt of his regiment at least twice a year, except at Dublin, or other distant quarter, and he is to be present when the major-general inspects, unless his presence is dispensed with.

45. The finance, the recruiting, the discharges, the clothing, and the appointments or exchanges of officers are dealt with by the officer commanding the regiment, who communicates direct with the authorities at the War Office upon these subjects.

46. The major-general does not interfere with the details of the above, unless his interference becomes necessary, either in consequence of direct reference from higher authority or of irregularity in their management.

47. The officers commanding the three regiments are exempted from sitting as presidents of general courts-martial in the brigade; that duty is performed by the lieutenant-colonels commanding battalions.

#### DUTIES.

48. The three officers commanding regiments and the seven lieutenant-colonels commanding battalions act in turn for a month at a time as field officers in brigade waiting. The field officer in brigade waiting.

49. The lieutenant-colonels commanding battalions out of London are passed over when it comes to their turn.

50. The field officer in brigade waiting is attached to the court, and his duties at court are performed under the authority of the Lord Chamberlain.

51. In this capacity he is, as far as court ceremonies are concerned, in general charge of the duties (including guards of honour) in London and at Windsor, and he will carry out all orders he may receive at court on these matters.

52. When there are exceptional ceremonies or State processions, the orders of the commander-in-chief are conveyed to the major-general by the adjutant-general of the army.

53. The field officer in waiting will attend the Sovereign on the following occasions:—

(a) When the Sovereign goes in State to open or prorogue Parliament.

(b) When the Sovereign goes in State to any place of public or private entertainment.



(On the above occasions a seat in one of the Royal carriages is usually provided for him.)

(c) At drawing rooms and levées.

(d) At State investitures of knights, either in London or at Windsor.

(e) On all occasions when a guard of honour is required at the Palace.

54. When the Sovereign attends concerts, &c., not in State, but where there is a guard of honour, he will be there, not in uniform, to wait upon Her Majesty.

55. When the Lord Chamberlain gives directions to the field officer in brigade waiting that the above are to take place, the latter will inform the major general in order that such guards of honour as may be necessary may be detailed.

56. The field officer in brigade waiting will dismiss guards of honour as soon as the ceremonies are over and the Royal Family have taken their departure, after communication with the Lord Chamberlain or equerry, reporting the same to the major general if he is present on duty.

57. When the Sovereign goes in State in a carriage, or where any Royal State procession takes place, and the field officer in brigade waiting rides in attendance, his post is on the left, near the hind wheel of the Royal carriage, the officers of the cavalry escort occupying their proper position near the doors of the Royal carriage.

58. At drawing rooms, levées, and courts, he, accompanied by the captain of the Queen's Guard, will have an audience of the Sovereign, to deliver the state of the brigade and to receive the parole of the day.

59. While the drawing room, levée, or court is going on, he will remain with the other officers of State. The captain returns to his guard.

60. At State balls the field officer in brigade waiting attends and remains near the Sovereign with the Gold Stick in Waiting.

61. The field officer in brigade waiting, being on duty for the month, any temporary exchange of duty is to be notified to the brigade major, and to the captain of the Queen's Guard. If the exchange is for a period exceeding three days, it will be notified in brigade orders.

62. The field officer in brigade waiting will take precautions that he may be found, in the event of his services being suddenly required.

63. Being always available, he will, in the event of any emergency arising, at once issue any orders that are necessary, and assume the command of the troops called out until relieved by superior authority.

In such cases he will act under the authority of the major-general, to whom he will report any orders he may have issued.

64. He is exempt from sitting as president of a general court-martial in the brigade.

65. There is to be an adjutant and quartermaster in brigade waiting every month, furnished by the regiment to which the field officer belongs.

66. The adjutant in brigade waiting will attend the field officer on all occasions of State. At drawing rooms and levées he will remain in the entrance room, and on other occasions he will be ready to take the field officer's orders to dismiss the guard of honour.

## DUTIES IN GARRISON.

83. Officers of the Foot Guards are not to be put on duty with other troops ; nor are officers of other corps to be put on duty with or to command men of the Foot Guards.

84. In performing the duties of a garrison or camp, they will be kept distinct as much as possible ; but, under the immediate command of their own officers, they will perform whatever duties are required of them under the orders of the field officer of the day.

85. Whenever a portion of the Brigade of Guards is in a garrison, and finds the public duties, a field officer or captain of the brigade will be detailed as field officer of the day.

86. Whenever a portion of the Brigade of Guards is in garrison and parades for trooping the colour, or guard-mounting, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

By Command of the Queen.

GEORGE,

Senior Colonel Brigade of Guards.

7th May, 1896.

## APPENDIX III.

(Referred to in paragraph 156.)

## Instructions for the Preparation of Staff Diaries and Intelligence Reports.

1. It is important that, in the periodical reports furnished by officers holding command of troops in the field, occurrences connected with the movements, organization, and administration of our own forces, should be kept distinct from information as to the enemy's plans and movements, and the topography of the theatre of war. Periodical reports.

Two distinct reports will therefore be rendered by each officer concerned, viz. : (1.) Staff Diary. (2.) Intelligence Report.

2. The Staff Diaries and Intelligence Reports will be prepared by officers of the general staff. When an officer has been specially detailed for Intelligence duties, he will be responsible for furnishing the Intelligence Report. Preparation of Staff Diaries and Intelligence Reports.

In the event of there being no staff officer with a detachment, or at a detached post, the preparation of the Staff Diary and Intelligence Report will devolve on the officer commanding the detachment or post.

3. A Staff Diary will be kept by the staff of every brigade, division, army corps, or detached force, and will be forwarded periodically, through the usual channels, to the chief of the staff of the army in the field, who will himself keep a Staff Diary, which, with the others, will be transmitted by the commander-in-chief in the field to the War Office. The Staff Diary.

A Staff Diary will also be kept by the general officer commanding the line of communications and by the officer commanding at each post on the lines of communications. These diaries will be sent to the officer commanding at the base, who will also keep a Staff Diary, which, with the others, he will transmit to the War Office.

The Staff Diary will contain a daily record of the more important events which may occur at the station or stations occupied by the troops, mentioning all important orders received and decisions taken, and relating all important movements, reconnaissances, and engagements.

It will record any material alteration in the effective strength and distribution of the troops.

It will contain medical, sanitary, and meteorological reports, and information as to the state of works, supplies, transport, stores, and horses.

It will be in the form of a concise diary with dates in the margin, and references to appendices, such as Staff Diaries and reports of subordinate commanders, departmental reports, and tabular statements.

Each instalment forwarded will be preceded by a brief summary in which the officer rendering the diary will call attention to any salient points of interest.

The Intelligence Report.

4. Intelligence Reports will be furnished, periodically, by the staff at all posts and stations, and of every detached body of troops at the theatre of war.

They will be transmitted through the usual channels, with the least possible delay, to the officer in charge of the Intelligence Department at the headquarters of the army in the field.

This officer will, weekly, or at such times as may suit the postal arrangements, summarize all that he knows or has found out and heard of the enemy's doings, movements, and intentions, and will hand this summary, together with all the reports which he has received, to the chief of the staff, to be sent home to the War Office by the commander-in-chief in the field, with any remarks of assent, dissent, or criticism he may wish to add.

The Intelligence Report will contain a record of the more important information received from spies, deserters, prisoners, and others, as well as that obtained by reconnaissances and by scouts, in fact, all information as to the enemy's plans and movements, and the ethnography, geography, and topography of the theatre of war, as well as any general information of interest that can be obtained.

It will consist of—(1.) A summary of news. (2.) Appendices.

The summary will draw attention to the principal events and more important information detailed in the appendices, and the writer should record the conclusions to which the information in his opinion points.

The appendices should consist of statements of evidence of spies and others, reconnaissance reports, road reports, and sketches.

The date on which the information was first obtained, and the date of its receipt by the officer rendering the report, should in every case be given, and the sources of information should be specified.

Covering letter.

5. The officer whose duty it is to forward any Intelligence Report should do so by means of a covering letter or minute. If he differs from any of the conclusions contained in the summary, or sees any reason for doubting the accuracy of the information furnished therein, he will say so in this letter or minute.

General rules.

6. The following rules are to be observed:—

(1.) For convenience of printing, one side of the paper only should be written upon; the handwriting must be distinct, and the names of persons and places should be given in black capitals.

(ii.) The spelling of names of places will be that on the latest Intelligence Division maps. Should no Intelligence Division map of the country be available, the name of the map in use will be stated, and the spelling corrected, if necessary, so as to agree with the system of orthography described in paragraph 8. Spelling of names.

When the spelling on the maps is evidently wrong, the correct name should be given, and attention called in a footnote to the error of the map, so that the necessary alterations may be made in future issues.

The spelling of names of places not on the maps, and of names of persons, should be in accordance with the rules laid down in paragraph 8.

(iii.) The appendices will be marked "Appendix A," "Appendix B," &c., and each will have a brief heading stating the subject and naming the author. Appendices.

(iv.) Road and reconnaissance reports and sketches will, as far as possible, be furnished in the form prescribed in the official text book of topography. Road reports, &c.

(v.) The Staff Diary and Intelligence Report should generally be furnished not less than once a week, but the actual interval must depend upon local and postal arrangements; and, whatever that interval be, the instalments of each series will be numbered consecutively and marked "*Confidential*." Instalments.

7. Nothing in these instructions is to relieve officers in command from the duty of reporting immediately—by telegraph whenever possible—all and any important information they may at any time obtain. Telegraphic reports.

#### SYSTEM OF ORTHOGRAPHY\* TO BE USED IN STAFF DIARIES AND INTELLIGENCE REPORTS.

8. The following system of orthography will be adhered to in all official reports:— Authorized orthography.

(i.) No change is made in the orthography of foreign names in countries which use Roman letters: thus Spanish, Portuguese, Dutch, &c., names will be spelt as by the respective nations.

(ii.) Neither is change made in the spelling of such names in languages which are not written in Roman character as have become by long usage familiar to English readers: thus Calcutta, Cutch, Celebes, Mecca, &c., will be retained in their present form.

(iii.) The true sound of the word, as locally pronounced, will be taken as the basis of the spelling.

(iv.) An approximation, however, to the sound is alone aimed at. A system which would attempt to represent the more delicate inflections of sound and accent would be so complicated as only to defeat itself. Those who desire a more accurate pronunciation of the written name must learn it on the spot by a study of local accent and peculiarities.

(v.) The broad features of the system are—

(1.) That vowels are pronounced as in Italian, and consonants as in English.

(2.) Every letter is pronounced, and no redundant letters are introduced. When two vowels come together, each one is sounded, though the result when spoken quickly, is

\* This system has been adopted by the Council of the Royal Geographical Society, the Foreign and Colonial Offices, Admiralty, and War Office.

sometimes scarcely to be distinguished from a single sound, as in *ai, au, ei*.

- (3.) One accent only, the acute, is used to denote the syllable in which the stress is laid. This is very important, as the sounds of many names are entirely altered by the misplacement of this "stress."

(vi.) Indian names are accepted as spelt in "Hunter's Gazetteer of India, 1881."

(vii.) In the case of native names in countries under other European Powers in whose maps, charts, &c., the spelling is given according to the system adopted by that Power, such orthography should be as a rule disregarded, and the names spelt according to the British system, in order that the proper pronunciation may be approximately known. Exceptions should be made where the spelling has become by custom fixed, and occasionally it may be desirable to give both forms.

(viii.) Generic geographical terms, *e.g.*, those for Island, River, Mountain, &c. should be as a rule given in the native form. In the case of European countries, translation into English, where this has been the custom, should be retained *e.g.*, "Cape Ortegál," not "Cabo Ortegál"; "River Sena," not "Fleuve Sena."

N.B.—On any printed map or M.S. document, an explanatory table, giving the English equivalents of the generic terms used, should of necessity be inserted.

The following amplification of these rules explains their application:—

Letters.	Pronunciation and remarks.	Examples.
a	ah, a as in <i>father</i> .. .. .	Jana, Banána, Sonárá, Bar.
e	eh, e as in <i>fat</i> .. .. .	Ferri, Kérr, Ode, Yerr, Mouna Lerrá, Peru.
i	English e; i as in <i>carine</i> , the sound of ee in <i>beet</i> . Thus, not <i>Fee ee</i> , but	Kyí, Hindi.
o	o as in <i>mote</i> .. .. .	Tokyo.
u	long u as in <i>flute</i> ; the sound of oo in <i>boot</i> ; oo or ou should never be employed for this sound. Thus, not <i>Zooloo</i> , but	Zulu, Sumatra.
	All v. w's are shortened in sound by doubling the following consonant	Yarrá, Tarrá, Murrá, Juddá, Harry.*
	Doubling a vowel is only necessary where there is a distinct repetition of the single sound	Náááá, Oóóóó.
ai	as in <i>aisle</i> or English i as in <i>ice</i> .. .. .	Shanghai.
au	ow as in <i>how</i> . Thus, not <i>Foochow</i> but	Tachau.

\* The *y* is retained as a terminal in this word under Rule 1 above. The word is given as a "barbarism" on account of the alteration in sound caused by the vowels *au* and *ay*.



Letters.	Pronunciation and remarks.	Examples.
ao	is slightly different from above .. .. .	Macao.
aw	when followed by a consonant or at the end of a word as in <i>law</i> .	Cawnpore.
ei	is the sound of the two Italian vowels, but is frequently slurred over, when it is scarcely to be distinguished from <i>ey</i> in the English <i>they</i> .	Beirút, Beilúl.
b	English <i>b</i> .	
c	is always soft, but is so nearly the sound of <i>s</i> that it should be seldom used.  If <i>Celébes</i> were not already recognized it would be written <i>Selébes</i> .	Celébes.
ch	is always soft as in <i>church</i> .. .. .	Chingchin.
d	English <i>d</i> .	
f	English <i>f</i> . <i>Ph</i> should not be used for the sound of <i>f</i> . Thus, not <i>Haiphong</i> , but	Haifong, Nafa.
g	is always hard. (Soft <i>g</i> is given by <i>j</i> ) .. .. .	Galápagos.
h	is always pronounced when inserted.	
hw	as in <i>what</i> ; better rendered by <i>hw</i> than by <i>wh</i> , or <i>h</i> followed by a vowel, thus <i>Hwang ho</i> , not <i>Whang ho</i> , or <i>Hoang ho</i> .	Hwang ho, Ngan hwi.
j	English <i>j</i> . <i>Dj</i> should never be put for this sound ..	Japan, Jinchuen.
k	English <i>k</i> . It should always be put for the hard <i>c</i> . Thus, not <i>Ceres</i> , but	Korea.
kh	The Oriental guttural .. .. .	Khan.
gh	is another guttural, as in the Turkish .. .. .	Dagh, Ghazi.
l	} As in English.	
m		
n		
ng	has two separate sounds, the one hard as in the English word <i>finger</i> , the other as in <i>singer</i> . As these two sounds are rarely employed in the same locality, no attempt is made to distinguish between them.	
p	As in English.	
ph	As in <i>loophole</i> .. .. .	Chemulpho, Mokpho.
th	stands both for its sound in <i>thing</i> , and as in <i>this</i> . The former is most common.	Bethlehem.

Letters.	Pronunciation and Remarks	Examples
q	should never be employed; <i>qu</i> (in <i>quarer</i> ) is given as <i>kwa</i> . When <i>qu</i> has the sound of <i>k</i> , as in <i>quost</i> , it should be given as <i>k</i> .	Kwangtung.
s	As in English.	
sh		
t		
v		
w		
x	.. .. .	Sawak n.
y	is always a consonant as in <i>yard</i> , and, therefore, should never be used as a terminal <i>y</i> or <i>e</i> being substituted as the sound may require. Thus, not <i>Mikindany</i> , but <i>Mikindana</i> , not <i>Kwaly</i> , but <i>Kwale</i> .	Kikuyu. Mikindana. Kwale
z	English <i>z</i> .. .. .	Zulu.
zh	The French <i>j</i> or as <i>s</i> in <i>treasure</i> .. .. .	Muridana.
	Accents should not generally be used, but where there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an acute accent.	Torgatabu, Gali juzoo Palawan, Sarawak.

## APPENDIX IV.

## Legal Proceedings.

[Referred to in paragraph 424.]

The following regulations with regard to legal proceedings taken by or against persons subject to the Army Act, are notified for the information of all concerned. —

## GENERAL INSTRUCTIONS.

1. All offences against the ordinary criminal code of the country committed by persons subject to the Army Act, and brought to the cognizance of the commanding officer, should forthwith be notified by him to the local police, that the same may be duly investigated by their agency, and punished by the civil criminal tribunals.

2. No solicitor will be employed on behalf of the public by any commanding officer in any legal proceedings. In any case where legal aid is thought to be necessary, a remittal will be applied for, and a full report of the case (with depositions, if any) transmitted to the Secretary of State for War, who will, if he thinks fit, supply legal aid through the Solicitor to the Treasury.

3. Until the Secretary of State directs the Solicitor to the Treasury to take charge of any legal proceedings or to reimburse

the cost, he will incur no responsibility whatever on account thereof.

4. When authority is sought to commence or to defend legal proceedings either in the name or on behalf of the Secretary of State, a full statement of the facts must be sent up by the general officer commanding to the Under Secretary of State authenticated by the head of the department or commanding officer concerned. Heads of departments when serving under general officers commanding, and commanding officers of corps, will forward their applications through the general officer commanding.

5. Where officers, or soldiers, are made defendants in civil or criminal proceedings, the defence thereof will be conducted upon the sole responsibility of such defendants until the decision of the Secretary of State is given. (See also the "Allowance Regulations.")

6. When any claim is preferred to the Secretary of State for assistance in, or for the reimbursement of the cost of, the defence, it must clearly be shown, with reference to the declaration or indictment (of which a copy should be sent, if possible, with the application), that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

7. In cases of murder committed in England, Wales, or Ireland, where the accused and the deceased were both subject to the Army Act, the commanding officer will request the magistrates forthwith to transmit a copy of depositions taken before them to the War Office, in order that the case may (if the Secretary of State deems it expedient that a more speedy trial of the accused should be had than the usual course of practice allows) be prepared for trial by the Solicitor to the Treasury, under the jurisdiction in "Homicides Act, 1862."

#### LEGAL PROCEEDINGS ABROAD.

8. Where the adoption or the defence of legal proceedings abroad cannot wait the previous sanction of the Secretary of State, they should only be taken on the special authority of the general or other officer commanding, to whom a report of the circumstances of the case, together with a statement showing the probable expenses, will be addressed by the head of the department or commanding officer on whose recommendation the legal proceedings are proposed to be taken.

9. This report and statement will be forwarded by the general or other officer commanding, together with a copy of his letter authorizing legal proceedings, and a full explanation of his reasons for authorizing them, to the Secretary of State for War for final approval; and in no case will the expenses incurred be admitted as a charge against Imperial funds unless they have received such approval.

10. When legal proceedings have been authorized, the head of the department or commanding officer concerned, acting under the instructions of the general officer commanding, will, from time to time, furnish the legal adviser of the War Department with such information and assistance as he may require, and the general officer commanding will keep the Secretary of State advised as to the course being pursued.

11. In colonies which have a responsible government, and in which the law officers of the Crown may be frequently changed, and in other cases in which from some local circumstances, the

general or other officer commanding, with the assent of the governor, may consider that the law officers of the Crown are unable to attend conveniently to the business of the War Department, the general or other officer commanding will select a legal adviser of character and eminence in his profession to act for the War Department. He may be one of the colonial law officers or not; but if not a law officer, nor an adviser paid by annual salary under paragraph 12, his name should be reported for the approval of the Secretary of State for War.

12. The remuneration of the selected adviser of the War Department shall either be—(1.) by an annual salary to be fixed by the Secretary of State for War, with the previous concurrence of the Lords of the Treasury, or (2.) by fees certified by the general or other officer commanding to be in accordance with the scale of professional remuneration for like services prevailing in the colony.

13. There are cases in which the services of the legal officer of the Crown can only be rendered as a barrister, and a case must therefore be prepared for him by an attorney, and, in some minor cases, the services of the attorney may alone be required. General or other officers commanding will therefore use their judgment in such cases where a diminution of legal expenses may be effected without sacrificing public interests.

14. The colonial authorities will be called upon to prosecute civilian offenders at the expense of the colony, unless the case be of so grave or special a character as to make it desirable that special agents should be employed on behalf of the Home Government.

## APPENDIX V.

### Orders to regulate Admission to the National Defences.

(Referred to in paragraph 102.)

Rules as to persons to be admitted

1. The following rules are to be observed in granting permission to visit military works:

- (1.) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
- (2.) All who have business in military works are to be required to treat the information they obtain there as confidential.
- (3.) Persons having no business in military works are to be denied access to them.

2. General and other officers commanding are responsible that no unauthorized person gains admission to any military works in their command.

Admission without passes

3. The following may be admitted without passes to military works (except to positions including cells, submersible mining buildings, torpedo buildings, magazines, and storehouses\*):

- (1.) Officers and warrant officers of the army, navy, and marine forces, when in uniform.
- (2.) Non-commissioned officers and men of the army, navy, and marine forces, when on duty.

\* For instructions as to admission to these buildings, see paragraph 51.

† Ordnance Department magazines and warehouses are not visited in the same manner.

4. The following may be admitted without passes to the residential portions only of occupied works :—

Admission without passes to residences within defences

(i.) Officers, warrant officers, non-commissioned officers and men of the army, navy, or marine forces.

(ii.) Caretakers.

(iii.) Wives, families, friends, and servants of the residents.

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paragraphs 3 and 4 will be by pass.

Passes required

6. Passes for admission to the national defences are as follows :—

Description of passes, and by whom issued.

(i.) *Special pass* (white), issued only by the adjutant-general. It admits to all works, including position-finding cells, submarine-mining buildings, torpedo buildings, magazines, and storehouses.\*

(ii.) <i>District pass</i> ...	{ Army Form A 17-1 (white).
	„ A 17-1 (a) (white and red).
(iii.) <i>Visitors pass</i> ...	„ A 17-2 (yellow).
(iv.) <i>Works pass</i> ...	„ A 17-3 (red).
(v.) <i>Trading pass</i> ...	„ A 17-4 (blue).

Passes (ii), (iii), (iv), and (v) are issued at the discretion of general officers commanding under the conditions hereinafter specified. They are bound in books containing 50 each, with counterfoils. The number of passes issued is to be kept as low as possible. A lost or mis-used pass may have the effect of nullifying the precautions taken. If a pass is reported as having been lost or cancelled, instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

7. The white *district pass* (Army Form A 17-1) will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for engineer services in the command as the general officer commanding may authorize to enter military works, and will be applicable in cases where admission is not covered by the rules in paragraphs 3, 4, and 11.

White District pass.

8. The *visitors pass* (Army Form A 17-2) will not be issued to any person who is not a British subject, unless the sanction of the commander-in-chief has been previously obtained, and anyone so authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, submarine-mining buildings, torpedo buildings, magazines, or storehouses.\*

Visitors pass

9. The *works pass* (Army Form A 17-3) will be issued to authorized workmen. A deposit of 2s. 6d. may be demanded on issue and will be returned on surrender of the pass, but the exaction of this deposit is left to the discretion of the general officer commanding. (See also paragraph 11.)

Works pass

10. The *trading pass* (Army Form A 17-4) will be issued to tradesmen authorized to enter the residential portion of military works.

Trading pass

11. No person not holding a *special pass* is to be allowed to enter position-finding cells, submarine-mining buildings, torpedo buildings, magazines, or storehouses,\* unless he has special duties to perform which render his admission necessary, in which case the white and red *district pass* A.F.—A 17-1a will be issued. These passes, whether held by officers or others, are only available for admission

Prohibition against entrance to certain works

\* Ordnance Department magazines and storehouses are not referred to in these orders.



## App. V. - Admission to National Defences.

395

to the places named thereon. In cases of parties of troops ordered to perform military duty, under proper charge in any position, firing cell, submarine mining building, torpede building, magazine or store-house, passes may, at the discretion of the general officer commanding, be dispensed with.

Sentinel's Orders.

Passes to be examined by commander of guard.

12. Orders are to be issued directing sentries in the first place to refer the holders of all passes to the non commissioned officer of the guard, who will carefully examine the pass and retain all *visitors passes*. Sentries will be ordered not to permit the holders of *special, district, or visitors passes* to have access to any of the defences, or the holders of *district or visitors passes* to any of the buildings mentioned in paragraph 11 until they have received the orders of the non commissioned officer of the guard to do so.

Information not to be given.

13. Information is not to be given regarding the construction of any of the works, or machinery in connection with them, except to British officers in uniform, to holders of the *district and visitors passes* when necessary for the performance of their duty, and to holders of the *special pass*.

Writing, drawing, photographing, and measurements forbidden, registers of visitors to be kept.

14. Except when it is necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery, or apparatus.

15. In each work or establishment which, in the opinion of the general officer commanding is of sufficient importance to require special safeguarding from observation, a register (Army Book 124) will be kept in which visitors holding *special, district, or visitors passes* will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars :-

- (i.) Date of the visit.
- (ii.) Description of pass and date for which it is available.
- (iii.) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a *visitors pass* (yellow) the pass itself is to be destroyed by the custodian, who will tear it into small pieces and note in the register that he has done so.

Registers to be inspected, &c.

16. The registers referred to in paragraph 15 will be inspected by the general or other officer commanding periodically.

## APPENDIX VI.

(Referred to in paragraph 1171)

**Syllabus of Examination of Second Lieutenants of Royal Artillery to qualify for the Issue of Armament Pay.**

Boards.

Boards of examination, consisting of a field officer as president, and two captains as members, one of whom should be an instructor in gunnery, will be convened as required by officers commanding Royal Artillery Instructions. The proceedings of such boards will be forwarded to head-quarters, whence authority will be given for the issue of armament pay to officers who have passed.

The examination will be divided into two parts, practical and written, the qualifying standard in each being 5 marks.

The practical part will consist of :—

Practical  
examination.

1. Drilling a detachment (giving detail) at any one of the guns forming part of the fixed or movable armament of the station, as laid down in "Garrison Artillery Drill," or "Siege Artillery Drill."

2. Moving, mounting, or dismounting guns of five tons weight or less, as given in "Garrison Artillery Drill."

3. The duties of a gun group commander.

4. The use and working of the depression range-finder, as given in "Garrison Artillery Drill." The examination to be in accordance with Appendix A of Royal Artillery Regimental Order, No. 26 of March, 1897.

The written examination will consist of a paper set by the board of examination, of not less than twenty general questions on subjects contained in :—

Written  
examination.

1. "Garrison Artillery Drill," Vols. I, II, and III.

2. "Siege Artillery Drill," Sections IV, and VII to X (one-fourth of the questions and marks to be allotted to this subject).

3. "Derricks, Sheers, and Holdfasts."

## APPENDIX VII.

(Referred to in paragraphs 1173 and 1174.)

**Subjects for the Examination of Officers for Promotion—Instructions for the Guidance of Examining Boards—and Standard of Qualification.**

### Syllabus.

#### (a.) REGIMENTAL DUTIES.

*The examination under this head will be viva voce and by written questions set by the Board.*

*Books Recommended—The "Queen's Regulations," with latest amendments; Army Books and Forms in use; "Regulations and Instructions for Encampments and Cantonments."*

**Warrant and Non-commissioned Officers on Selection for Commissions as Second-lieutenants.**

**Second Lieutenants, Quartermasters, and Riding-Masters, before Promotion to Lieutenant.**

#### 1. Discipline

General instructions.

Administration of discipline.

Courts of inquiry.

Deserters.

Disposal of prisoners.

2. *Duties.*  
 Roster of duties.  
 Duties, in garrison and in the field.  
 Honours and salutes. Guards and sentries. Military funerals.  
 Duties in aid of civil power.
3. *Interior Economy.*  
 Officers.  
 Non-commissioned officers.  
 Of a squadron, battery, or company. System of keeping books, accounts, and returns.  
 System of payment, mowing, and supply of necessaries.  
 Pay of non-commissioned ranks of the corps to which the officer belongs.  
 Transfer and discharge of soldiers.
4. *Miscellaneous.*  
 The method of supplying troops with food, forage, ammunition, and stores, in quarters and in the field.  
 Movement of troops by land and sea.  
 Detail of carrying arms, ammunition, and equipment; and in the cavalry, the detail of saddlery, the mode of fitting the saddle and bridle (to be tested practically).

**Captains, before Promotion to Major.**

The same as for Lieutenant, with the addition of :—

1. *Discipline.*  
 Management of Provost Marshes.
2. *Duties.*  
 Of regimental officers with corps, under every circumstance, in garrison or in the field, by land and sea.  
 Knowledge of garrison duties.
3. *Interior Economy.*  
 Of a regiment. System of keeping regimental books, accounts, records, and returns, and orderly-room work generally.  
 Army Forms in use.
4. *Miscellaneous.*  
 "Regulations and Instructions for Encampments and Cantonments."

**(b.) DRILL.**

The examination under this head will be in two parts; one practical in the field, with *viva voce* questions, the other by written questions set by the Board. The knowledge of each candidate is to be tested practically on parade, and, in addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service, to give the explanation of the exercise or manœuvre to be performed, in a clear and audible manner.

**Warrant and Non-commissioned Officers on selection for commissions as Second-lieutenants.**

**Second-lieutenants, Quartermasters, and Riding-masters, before promotion to Lieutenant.**

**Subjects.**

**Books recommended.**

**Cavalry.**

1. *Drill.*  
 Military equitation ... }  
 The instruction of the soldier on foot ... }  
 The instruction of the squadron mounted ... } "Cavalry Drill."  
 The formation and movements of a squadron with the regiment on parade and in the field ... }
2. *Exercises.*  
 The carbine, sword, and lance exercises ... }  
 Manual and firing exercises for the carbine ... } The authorised books of instruction.

Subjects.	Books recommended.
3. <i>Musketry Instruction.</i>	
Instruction of the recruit ... ..	"Musketry Regulations."
Preliminary drill and practice ... ..	
Field firing and dismounted practice with horses ...	
Prizes ... ..	
Drill and practice returns ... ..	
4. <i>Miscellaneous.</i>	
"Miscellaneous subjects" ... ..	"Cavalry Drill."
<b>Artillery.</b>	
<b>HORSE OR FIELD BATTERIES.</b>	
1. <i>Drills and exercises.</i>	
Instruction on foot ... ..	"Cavalry Drill."
Equitation... ..	
Stable duties, mounting, hooking in, and driving...	"Field Artillery Drill," Chaps. II, IV, VI.
Drill and manoeuvre ... ..	
Ceremonials and guards ... ..	"Cavalry Drill."
Sword, carbine, and pistol exercises... ..	"Rifle and Carbine Exercises. Handbook of Gun."
Section gun drill ... ..	"Field Artillery Drill," Chap. III, Sec. 7.
Various methods of laying. Tangent sights, telescopic sight, clinometer, indirect laying.	
Instructional target ... ..	Handbook of Gun.
Care, adjustment, and repair of sights ... ..	Handbook of Scott's Sights.
To lay a gun under the same conditions laid down for competitors at skill at arms ... ..	"Instructions for Practice, Horse, Field, and Mountain Artillery."
2. <i>Range-taking.*</i>	
As laid down in R. A. R. O., No. 28 of 1897.	
To instruct in range-taking.	
3. <i>Equipment.</i>	
<i>Guns.</i>	
To take to pieces and put together fittings and explain their uses ... ..	Handbook of Gun.
<i>Carriages.</i>	
To take to pieces and put together fittings and explain their uses ... ..	Handbook of Gun.
To point out what parts of the carriage are likely to suffer from firing, travelling, fair wear, or neglect, and to know how, and by whom, they are to be repaired ... ..	"Handbook for Military Artillery."
(The officer should be able to explain the above clearly to his men.)	R. A. Standing Orders, Sec. XXIII.
<i>Ammunition.</i>	
To explain fully the construction and action of the projectiles carried by the battery ... ..	Handbook of Gun.
To explain with the help of a section, or chalk and blackboard, the action of the fuses ... ..	
To prepare quickly and bring up to gun any round of ammunition that may be ordered. (Fuse must be accurately set.) ... ..	
4. <i>Practice.</i>	
A thorough knowledge of the latest instructions for practice, and for ranging a battery at a standing or moving target ... ..	"Field Artillery Drill."
	"Instructions for Practice, &c."
<b>MOUNTAIN BATTERIES.</b>	
1. <i>Drills and exercises.</i>	
Foot drill ... ..	"Cavalry Drill."
Stable duties.—Saddling, bridling, &c. ... ..	
Battery drill ... ..	"Mountain Artillery Drill."
Standing gun drill ... ..	"Rifle and Carbine Exercises."
Ceremonials and guards ... ..	
Sword, carbine, and pistol exercises... ..	

\* Unless the officer has already passed.

Subjects.	Books recommended.
Various methods of laying. Instructional target Care, adjustment, and repair of sights ... .. To lay a gun under the conditions laid down for competitors at skill-at-arms ... ..	"Mountain Artillery Drill." "Handbook of Gun." "Instructions for Practice, &c."
2. <i>Range-taking.*</i> As for Horse and Field Batteries.	
3. <i>Equipment.</i> <i>Guns.</i> To instruct a squad to put the gun together and put on all stores, sights, and fittings, and clearly explain the action ... .. <i>Carriages.</i> As for Horse and Field Batteries. <i>Ammunition.</i> As for Horse and Field Batteries.	"Handbook of Gun." "Mountain Artillery Drill."
4. <i>Practice.</i> As for Horse and Field Batteries.	"Mountain Artillery Drill." "Instructions for Practice, &c."
<b>GARRISON COMPANIES.</b>	
1. <i>Drills and exercises.</i> Squad, physical, and company drill ... .. Ceremonials and guards ... .. Gun drill † ... .. Manual and firing exercises ... .. Sword exercises ... .. Material, appliances, and machines ... .. Elementary drill ... .. Sleighs moving mounting and dismounting guns and at target ... .. Various methods of laying. Target sights, clinometer, &c. Instructional target ... .. Coast defence as far as it affects a Lieutenant's duties ... ..	"Infantry Drill." "Garrison Artillery Drill." "Rifle and Carbine Exercises." "Infantry Sword Exercises." "Garrison Artillery Drill." "Garrison Artillery Drill." "Garrison Artillery Drill."
2. <i>Range-taking.*</i> As laid down in R.A.R.O., No. 24 of 1907. To instruct in range-taking.	
3. <i>Equipment.</i> <i>Guns.</i> To take to pieces, put together, and explain the uses of the fittings of any gun at the candidate's station ‡ ... .. <i>Carriages.</i> To explain the various gears of any mountings in the officers' station ... .. To pack the glands of a hydraulic buffer ... .. To take to pieces, put together, and explain the action of a hydraulic jack ... .. <i>Ammunition.</i> To explain the action of any of the shells, tubes, and fuzes in garrison service at the station ... To recognise at sight and describe the various projectiles ... .. To instruct in fitting shell and making up cart- ridges ... .. Precautions to be observed by working parties in laboratories and magazines. Ventilating maga- zines. Storage of ammunition ... .. <i>Care of Armaments and Stores</i> ... ..	"Handbook of Gun." "Handbook of Gun." "Handbook for Military Ar- tillery." "Garrison Artillery Drill." "Handbook of Gun." "Garrison Artillery Drill." "Regulations for Magazines, &c." "Garrison Artillery Drill."
<i>Electricity</i> Making up and care of a firing battery (Le Clanché) Use of firing key ... .. Joining up, care, and testing of electric circuits for firing guns ... .. Care and use of service electric gear ... ..	"Notes on Electricity for Garrison Artillery."

\* Unless the officer has already passed.

† Notice of the nature of the gun should be given to the officer beforehand.

‡ Simple cases only.



Subjects.	Books recommended.
4. <i>Practice.</i> A thorough knowledge of the latest instructions for practice ... ..	} "Garrison Artillery Drill." "Instructions for Practice, Garrison Artillery."

SIEGE COMPANIES AND HEAVY BATTERIES  
(INDIA).

1. <i>Drills and exercises.</i> Squad, physical, and company drill ... .. Ceremonials and guards ... .. Gun or howitzer drill ... .. Manual and firing exercises ... .. Sword exercise ... .. Shifts, mounting and dismounting ordnance ... .. Various methods of laying.—French's sights, forward and reverse laying, auxiliary marks, night firing ... ..	} "Infantry Drill." "Siege Artillery Drill." "Rifle and Carbine Exercises." "Infantry Sword Exercise," or "Cavalry Drill." "Siege Artillery Drill," Sec. XI and XIII. "Siege Artillery Drill," Sec. VII.
2. <i>Rang-finding.*</i> Methods employed ... .. Observation of effect of fire ... ..	} "Siege Artillery Drill."
3. <i>Equipment.</i> <i>Guns.</i> As for Garrison companies so far as the siege equipment admits ... .. Disabling and destroying guns with gun-cotton ... .. <i>Carriages.</i> As for Horse and Field Batteries ... .. To pack the glands of a hydraulic buffer ... .. To take to pieces, put together, and explain the action of a hydraulic jack ... .. <i>Ammunition.</i> As for Garrison Companies. <i>Electricity.</i> As for Garrison Companies.	} Handbook of Gun. "Siege Artillery Drill." Handbook of Gun. "Siege Artillery Drill."
4. <i>Practice.</i> A thorough knowledge of the latest instructions for practice ... ..	} "Siege Artillery Drill." "Instructions for Practice, &c."

Engineers and Infantry.

1. <i>Drills.</i> Recruit or squad drill ... .. Company drill ... .. Command of a company in battalion drill ... ..	} "Infantry Drill."
2. <i>Exercises.</i> Rifle exercises ... .. Infantry sword exercises ... .. Manœuvre of a company ... .. Advanced and rear guards and outposts ... .. Infantry in attack and defence, General Principles Sections 124 and 125. The Company in Attack, Section 126.	} Authorized books of Instruction. "Infantry Drill."
3. <i>Musketry Instruction.</i> Instruction of the recruit ... .. Preliminary drill and practice ... .. Prices ... .. Drill and practice returns ... ..	} "Musketry Regulations."
<i>Miscellaneous.</i> Guards ... .. Shelter-trench, and pit exercise ... ..	} "Infantry Drill."

\* Unless the officer has already passed.

Subjects.	Books recommended.	
<b>Army Service Corps.</b>		
1. <i>Drills.</i> Corps exercises (the whole book) ... ..	"A.S.C. Drills and Exercises."	
2. <i>Exercises.</i> Carbine and sword exercise ... .. Manual and firing exercises for the carbine... ..	} Authorized books of instruction.	
3. <i>Musketry Instruction.</i> (As for Royal Engineers and Infantry.)		
<i>Miscellaneous subjects.</i> (As for Royal Engineers and Infantry.)		
<b>Captains, before Promotion to the Rank of Major.</b>		
The same as for Second-lieutenant, with the addition of the following:—		
<b>Cavalry.</b>		
1. <i>Drills.</i> Military equitation ... .. The instruction of the soldier on foot ... .. The instruction of the squadron mounted ... .. The formation and movements of the regiment on parade and in the field ... ..	} "Cavalry Drill."	
2. <i>Exercises.</i> (As for Lieutenants.)		
3. <i>Regulations for Musketry Instruction.</i> (The whole book.)		
4. <i>Miscellaneous.</i> (As for Lieutenants.)		
<b>Artillery.</b>		
<b>HORSE, FIELD, AND MOUNTAIN BATTERIES.*</b>		
<i>Drills (to be tested practically).</i> The same as for Lieutenant, with the addition of instruction and drill of the brigade, mounted and dismounted, and formation and movements of a regiment of cavalry.		
<i>Practice.</i> To criticise in writing three practice reports.		
<b>SIEGE COMPANIES AND HEAVY BATTERIES (INDIA).</b>		
The same as for Lieutenant, except that squad and company drill are omitted, and the following added:—		
Battalion drill ... .. Infantry brigade drill ... .. Riding ... ..	} "Infantry Drill."	
To explain and put in practice method of ranging groups, and observation of fire.		
To criticise in writing three reports of siege practice, or of practice from a coast battery at a standing target.		

\* A Captain of a Mountain Battery will be examined in Cavalry drill or Infantry drill, according to the branch of the Artillery Service from which he was appointed and to which he reverts.

Subjects.	Books recommended.
<b>GARRISON COMPANIES.</b>	
The same as for Lieutenant, except that squad and company drill are omitted, the footnote "Simple cases only," on p. 400 does not apply, and the following subjects are added :—	
Battalion drill ... .. Infantry brigade drill ... .. Riding.	} "Infantry Drill."
To criticise in writing three reports of practice from a siege battery or from a coast battery at a moving target.	
To explain and put in practice the tactical system of commanding and fighting a fire, or battery, command ... .. A knowledge of the first eight sections of "Siege Artillery Drill."	} "Garrison Artillery Drill "
<b>Engineers and Infantry.</b>	
1. <i>Drills.</i> Battalion drill ... .. Brigade drill, &c. ... ..	} "Infantry Drill."
2. <i>Exercises.</i> Riding. "Infantry Drill." (The whole book.)	
3. <i>Regulations for Musketry Instruction.</i> (The whole book.)	
4. <i>Miscellaneous.</i> (As for Second-Lieutenants.)	
<b>Army Service Corps.</b>	
1. <i>Drills.</i> Formation and movements of a regiment of Cavalry, or battalion of Infantry ... .. (To be tested practically only.) Formation and movements of a brigade of Infantry ... .. (To be tested by written examination only.)	} "Cavalry Drill." } "Infantry Drill." } "Infantry Drill."
2. <i>Exercises.</i> Riding. Officers not doing duty with the mounted branch of the Army Service Corps only).	
3. <i>Regulations for Musketry Instruction.</i> (The whole book.)	

(c.) **MILITARY LAW.**

In addition to "The Manual of Military Law" \* and "The Queen's Regulations," \* officers can make use of any other works they please to instruct themselves in the subject.

**Lieutenants, before Promotion to Captain.**

**SUBJECTS.**

- Mode of continuing in force the Army Act.
- Classification of the contents of the Army Act.
- Crimes and punishments.
- Arrest of offenders and investigation of charges.
- Powers of commanding officers with respect to offences.
- Framing charges for trial by courts-martial.

\* The use of these books will be allowed for answering the first paper

- Prisoner's preparation for his defence.  
 Courts-martial the several descriptions of,  
 " " " conveying and imposition of,  
 " " " jurisdiction and powers of,  
 Procedure at trials by courts-martial.  
 Appointment and special powers of president,  
 Duties of the prosecutor at courts-martial.  
 Confirmation and reversal of proceedings.  
 Mitigation, remission, and commutation of punishments at the time of confirmation.  
 Commencement of terms of penal servitude and imprisonment.  
 Application of the rules of evidence to court-martial procedure, limited to the following extent, viz :—  
 (1) What must be proved,  
 (2) By which side proof must be given,  
 (3) Hearings,  
 (4) Documents made evidence by the Army Act,  
 (5) Competency of witnesses,  
 (6) Examination of witnesses,  
 (7) Privileges of witnesses.  
 Application of the Army Act to H.M.'s Indian Forces.  
 " " " to warrant officers  
 " " " to non-commissioned officers,  
 " " " to troops embarked on board H.M.'s ships in commission  
 " " " to persons not belonging to H.M.'s Forces.  
 Application of military law as provided by the Army Act, Sections 175 to 184.  
 Stoppages of pay by award of commanding officer  
 " " by sentence of court-martial  
 " " as a consequence of imprisonment or confinement.  
 Forfeiture of deferred pay  
 " of good conduct badges and pay,  
 " of service for reckoning pension,  
 " of medals, decorations &c.  
 " inflicted, either by sentence of court-martial, or as a consequence of certain convictions and sentences.  
 Courts of inquiry on a legal absence of soldiers.  
 Confession by a soldier of desertion or fraudulent enlistment.  
 Apprehension of persons suspected of being deserters.  
 Extension of a soldier's furloughs in urgent cases.  
 General knowledge of the provisions of the Army Act relating to enlistment, re-engagement, prolongation of service, and transfer.

### Captains, before Promotion to Major.

- The same as for Lieutenants with the addition of.—  
 Execution of sentences  
 Approval of sentences by civil governors in certain cases.  
 Mitigation, remission, and commutation of sentences after confirmation  
 Restitution of stolen property under the Army Act.  
 Rules of evidence on the following subjects:—  
 (8) Evidence as to character  
 (9) The opinion of witnesses  
 (10) What statements are admissible,  
 (11) Documentary evidence, primary and secondary,  
 (12) Circumstantial evidence  
 (13) Acts and statements of conspirators,  
 (14) A admissions or confessions, as evidence.  
 Laws and regulations relating to Courts of Inquiry and Boards.  
 General knowledge of the provisions of the Army Act relating to billeting and pressment of carriages  
 Exemption of officers and soldiers from certain tolls.  
 Exemption of soldiers in respect of civil process.  
 Liability of soldier to maintain wife and children.  
 Jurisdiction under the Army Act, sections 157 to 162.  
 Legal penalties applicable under the Army Act to civilians in matters respecting H.M.'s Forces.  
 Definition of terms used in the Army Act.

**(d.) DUTIES IN THE FIELD.****1. Military Engineering.**

*In addition to the "Manual of Military Engineering" (referred to below as M.M.E.) officers may make use of any works they please.*

**All Ranks.****SUBJECTS.**

1. General principles of fortification. Arms and Projectiles. Clearing foreground. (M.M.E., Secs. I and II).
2. Hasty intrenchments (tools and tasks). Shelter-trenches and pits. Gun pits and epaulments. Stockades. (M.M.E., Secs. III and V, 19-21).
3. Obstacles. (M.M.E., Sec. IV).
4. Field-level and field-geometry. (M.M.E., Sec. VI).
5. Brushwood. (M.M.E., Sec. XIV).
6. Revetments. (M.M.E., Sec. XV).
7. Field redoubts. Defilade. (M.M.E., Secs. VIII and IX).
8. Improving existing cover (defence of walls, hedges, houses, &c.). (M.M.E., Sec. V, 1-8 and 14-18).
9. Defence of villages and woods. (M.M.E., Sec. V, 9-13, 22, 23).
10. Siege works (attack and defence of fortresses, trench work). (M.M.E., Secs. X and XI).
11. Knotting and lashing. (M.M.E., Sec. XVIII).
12. Military bridges generally. Trestle bridges. (M.M.E., Sec. XIX, 1-16).
13. Frame bridges, single and double lock. (M.M.E., Sec. XIX, 19-21).
14. General principles of the passage of rivers. (M.M.E., Sec. XXI, 1-11).
15. Camping arrangements, water supply, bivouacs, kitchens, ovens, thatching, and making mats. (M.M.E., Sec. XXII).
16. Hasty demolitions, with and without explosives. (M.M.E., Secs. XXIII and XXIV).

*In addition to the paper on Military Engineering, there will be a practical examination.*

**2. Military Topography.**

*In addition to the "Text Book of Military Topography" officers may use any works they please:—*

**All Ranks.****SUBJECTS.**

1. Construction of scales, plain, diagonal, and comparative.
2. Copying, reducing, and enlarging maps and plans.
3. The conventional signs used.
4. The terms used in describing the natural features of ground. The system of representing hill features by contours. The construction of the scale of horizontal equivalents. The relation of heights to distances.
5. The various methods of representing hill features on a plane surface.
6. The construction of sections from a contoured map or plan.
7. Making use of maps in the field. Identifying distant points. Finding the place on map corresponding to the observer's position.
8. Ground problems. Methods of measuring heights and distances used in making a military sketch.
9. The object and process of triangulation. The base and positions. Their relative positions in small surveys.
10. Use of the plane table. The prismatic compass. The surveying protractor. The range-finder. The mirror clinometer. Magnetic compass. Luminous compass. Cavalry sketching board. Abney's level.
11. Locating the observer's position by reference to known points, with the plane table and with the prismatic compass.
12. The magnetic variation; relation of the magnetic to the true north. Methods of finding the latter approximately.
13. Traversing with prismatic compass. Method of keeping a field book. Plotting. Traversing and plotting at sight.
14. Traversing with the plane table.
15. Hill sketching.
16. Sketching without instruments.
17. Reconnaissance of defensive positions under given conditions. Sketch and report.
18. Reconnaissance of roads on authorized form. Reconnaissance of mountains, rivers, railways, and camping grounds.

*In addition to the paper on Military Topography, there will be a practical examination by means of a sketch on a scale of*  
(Q.R.) 2 D



six or eight inches to a mile, to be made and finished on the ground in six hours, of about one square mile of country in the vicinity of the officer's station. This sketch to be executed under strict supervision without the aid of maps, to be certified as the officer's own work by his commanding officer, and to be handed to the President of the Examination Board. The sketches of the candidates will be forwarded with the proceedings of the Board. The instruments used in the execution of the sketch should be noted.

### 3. Tactics.

*In addition to the drill books for the three arms officers may make use of any works they please:—*

#### Lieutenants and Captains before Promotion.

##### SUBJECTS.

1. General functions of Infantry:—  
Its characteristics and weapons. Tactical and fighting units. Calculations of time and space occupied in marches and formations.
2. General functions of Cavalry:—  
Its characteristics and weapons. Tactical units. Time and space occupied in marches and formations.
3. General functions of Artillery:—  
Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. Projectiles used at various ranges and against different objects.
4. Time and space occupied by the three arms combined in marches and formations.
5. Tactical employment of Infantry in action.
6. Tactical employment of Cavalry in action. Cavalry attack. Dismounted service of Cavalry.
7. Tactical employment of Artillery in action. The position and objective of Artillery in attack and in defence.
8. The measures by which armies obtain security and information, on the march and at the halt.
9. Advanced guards—Infantry. Cavalry—Infantry and Cavalry combined—of all arms.
10. Rear guards—Infantry. Cavalry—Infantry and Cavalry combined—of all arms.
11. Outposts—Infantry. Cavalry—Infantry and Cavalry combined—of all arms.
12. Reconnaissance of the enemy.  
The various methods of effecting it. Infantry patrolling. Cavalry patrolling.
13. Screening and reconnoitring duties of Cavalry in advance of the army.
14. Detailed distribution on a map of bodies of troops, under given conditions.
15. Night operations—Small convoys and their escorts.
16. Marches, bivouacs, and campments.
17. Details of Field Army establishments of their own arm on service abroad.

### (c) ARTILLERY.

#### (For Lieutenants of Artillery only.)

*Guns, carriages, ammunition and stores exclusively for sea service are omitted from this examination.*

*The candidate should be generally acquainted with changes in war material and all official orders and regulations promulgated subsequently to the latest editions of the text books, and with the general results of important artillery experiments so far as they have been made public (see Annual Reports of Ordnance Committee).*

Subjects.	Text books.
<b>Guns and small-arms.</b>	
Metals used in gun construction, their properties and uses...	{ "Treatise on Service Ordnance." Handbooks of guns.
Principles of construction of ordnance ... ..	
The guns and howitzers in the service, with their sights and fittings ... ..	
Care, examination and repair of ordnance ... ..	{ "Regulations for Musketry Instruction." Handbook for the Machine Gun.
The artillery carbine, Webley pistol, and Maxim machine gun :—Construction, care, and examination ... ..	
<b>Carriages.</b>	
Construction, care, examination, and repair of—	{ "Treatise on Military Carriages." Handbooks of guns. "Handbook for Military Artillery." Sections V, VII, VIII, IX, X, R.A., Standing Orders, Section XXXIII.
(1.) Mountings for garrison, siege, field, mountain, Q.F. and machine guns ... ..	
(2.) Wagons, carts, miscellaneous carriages and machines ... ..	
(3.) Pack equipment for mountain artillery ... ..	
Carriage, appliances, holdfasts, levers, and tackles : strength of material used in the artillery service ... ..	{ "Garrison Artillery Drill."
<b>Ammunition.</b>	
Gunpowder, cordite, and gun cotton :—Composition, characteristics, classification, examination, care, storage, destruction, package, and transport of ... ..	{ "Treatise on Ammunition." "Regulations for Magazines."
Barrels, cylinders, &c., and cooperage ... ..	
Magazines :—Nomenclature, ventilation, lighting, fire precautions, laboratory operations, packing and storing arrangements ... ..	
Cartridges :—Materials and contents, methods of construction, marking and examination ... ..	
Tubes :—Friction, electric and vent-sealing. Fuses ; Detonators, and stores connected therewith. General principles of construction, action, use, packing, care of. Blinds, primers ... ..	
Projectiles, and stores connected therewith :—General considerations, marking, action, use, examination and destruction, filling and emptying, storage and care of ... ..	
Ammunition for quick firing guns, machine guns and small arms ... ..	
<b>Gunnery.</b>	
Definitions and units employed ... ..	{ "Text Book of Gunnery." Part I. Chaps. III, VII, and VIII
Internal ballistics, problems on work and energy ... ..	
General features of gun construction ... ..	
Laying ... ..	
Stresses on gun carriages and recoil ... ..	
Exterior ballistics, resistance of air and use of ballistic tables for solution of examples in calculating velocity, time of flight and range ... ..	
Accuracy and probability of fire ... ..	
Armour and penetration of projectiles ... ..	
Attack and defence of earth and masonry ... ..	

# App. VII.—Syllabus of Examination

408

One only of the two following headings, viz. :

"Field Artillery," or "Siege and Garrison Artillery," is to be taken up.

Subjects.	Text books.
<b>Field Artillery.</b>	
Horse, field and mountain batteries — War establishments, equipment, carriages and transport, intrenching and cutting tools. Nations carried on service for men and horses.	<p>"Field Artillery Drill" — "Mountain Artillery Drill" — "Field Army establishments — Service abroad, &amp;c." — The Indian Field Artillery Equipment Rules for India on 1st Nov. 1904. Regulations and Instructions for Encampments and Cantonments. "Field Artillery — Service Handbook."</p>
Distribution and amount of ammunition carried in the field. Duties of ammunition columns. System of working the ammunition supply in a (1) Battery, (2) Artillery Division, (3) Infantry or Cavalry Division, (4) Army Corps.	
Fire tactics. Fire discipline. Use of projectiles. Range tables.	
Marching and halting arrangements. Water, wood, food, straw, camps, bivouacs, lagers, quarters and cantonments. Regulations for crossing military bridges.	
Harness and saddlery.	
General management of horses, mules, bullocks, camels and elephants. Injuries and diseases, forage, shoeing, destruction of animals.	
Natural screens and basty intrenchments.	
Detail of stores in a battery and where carried.	
Disabled carriages and accidents. Destruction of ordnance and carriages.	
Bridging and passing obstacles.	
<b>Siege and Garrison Artillery.</b>	
Establishment and organisation of a siege-train.	<p>"Siege Artillery Drill" — Secs. I, III to VI, VIII, and XV.</p>
Attack of fortresses.	
Field arsenals and advanced depôts.	
Position and nature of siege batteries.	
Armament of siege batteries.	
The superintendence of artillery fire in a siege.	<p>"Garrison Artillery Drill" — "Instructions for Practice over Gun Ranges — Garrison Artillery."</p>
Observation of fire.	
Destruction of gun by gun-cotton.	
Coast defence.	
Care of armaments and stores.	
Practice.	<p>"Field Artillery — Service Handbook" — Regulations and Instructions for Encampments and Cantonments.</p>
General management of horses, mules, bullocks, camels, and elephants. Injuries and diseases, forage, shoeing, destruction of animals.	
Marching and halting arrangements.	
Water, wood, food, straw, camps, bivouacs, &c.	
Store accounting.	
<p>Equipment Regulations — Garrison Artillery. Part II Sec. VII and Sec. IX.</p>	

## (f) ARMY SERVICE CORPS SUBJECTS.\*

(For Officers of Army Service Corps Only.)

Lieutenants, before Promotion to Captain.

Books recommended and sources from which information may be obtained. —

\* To be divided into separate papers on Supply and Transport Subjects.

"Army Book of the British Empire."  
 "Regulations for, Supply, Transport,  
 and Barrack Services."  
 "Allowance Regulations."  
 "Supply Handbook."  
 "Guide to Meat Inspection."  
 "Standing Orders for the Army Service  
 Corps."  
 "Drills and Exercises for the Army  
 Service Corps."  
 "Royal Warrant for Pay and Promo-  
 tion."  
 "Horses and Stables" (FitzWygram).  
 "Treatise on Military Carriages."

"Queen's Regulations."  
 "Handbook for Military Artillery."  
 "Transport (Pack) and Camel Corps"  
 (Burn).  
 "Military Transport" (Furze).  
 "Regulations for the Supply of an  
 Army in the Field (Abroad), and  
 Organization of Lines of Communi-  
 cation."  
 "Soldier's Pocket Book" (Wolsley).  
 "War Establishments."  
 "Manual for Field Service (Army  
 Service Corps)."

#### SCAVERS.

1. Accounts (supply, barrack and company); correspondence; contracts.
2. Judging cattle and supplies of every description.
3. Duties of an Army Service Corps officer in charge of a sub-district.
4. Interior economy of a company of the Army Service Corps in quarters, on the line of march, and in the field.
5. Care and management of horses in stables. Construction and carrying capacity of military transport vehicles. Pack animals and their uses.
6. Embarkation and disembarkation of men, and their duties on board ship. Embarkation and disembarkation of animals.
7. Convoys, their formation and defence.
8. Duties of Brigade Supply and Transport officer in war.

#### Captains, before Promotion to Major.

1. Organization of the lines of communication of one Army Corps in the field.
2. Method of obtaining supplies and transport in war. Formation and working of depôts in war.
3. Organization of different kinds of transport in war.
4. Formulation of schemes for supply and transport of bodies of troops operating in the field from a fixed base.
5. General duties of a staff officer administering supply, transport and barrack duties at home.

#### (g.) ORGANIZATION AND EQUIPMENT.

(For Officers other than those of the Army Service Corps.)

*In addition to "The Army Book of the British Empire," "War Establishments," and "Equipment Regulations," officers may use any other works they please.*

#### All Ranks.

The organization and equipment, for peace and war, of the units of their own arm of the service and the principles upon which the organization of the Army is based.  
 For officers of Royal Artillery, the organization and equipment of a field battery, a garrison company, and of the infantry.  
 For officers of Royal Engineers, the organization and equipment of a fortress company, a field company, and of the infantry.

#### Instructions for the Guidance of Boards, &c.

##### EXAMINATION IN SUBJECTS (a) AND (b).

In conducting the examination in subjects (a) and (b), Boards will strictly observe the following instructions:—

1. The Board will report in detail the manœuvres and exercises performed, and will state clearly their opinion of the candidate's proficiency; whether he is a good, bad, or indifferent drill; whether he is able to impart instruction, and is fully competent to command the body of troops he exercised.

2. The written questions should be of a general and comprehensive character, and should be not less than 40 in number, at least 20 in (a) and 20 in (b). The questions, if not printed, are to be written on half-margin, and the replies inserted opposite to

them in the candidate's handwriting. The board will correct, in red ink, any replies which are erroneous.

3. To each written question or practical test the board will allot a numerical value, and they will credit each answer with full or a less number of marks according to its nature. The report will contain a summary of the examination in the following form (Army Form B. 2066) which is to be adhered to:—

	(a)			(b)			Practical Tests.		Remarks.					
	1	2	3	4	Full Credits.	Total.	Decimal.	Total		Decimal				
	Full Credits.													
	40	30	20	10										
	Number of marks gained.													
Capt., A. B.	95	15	5	15	60	•8	10	10	10	40	•8	60	•8	Failed in the written portion of (a).
„ C. D.	20	10	10	10	50	•6	25	15	5	55	•6	40	•6	Failed in the practical tests of (b).
„ E. F.	15	10	5	15	45	•6	20	10	15	50	•6	60	•6	Failed in (a).
„ G. H.	20	15	10	15	60	•7	30	15	15	70	•7	75	•7	Passed.

The first line of figures corresponds to the heads under which the subjects are divided. The second line of figures gives the maximum number of marks to be allotted to all the questions or tests under each head. The figures opposite the candidates' names record the sum of the marks gained under each head. The decimal marked up to each candidate represents the proportion of marks gained to the total marks allotted under each subject (a) and (b).

4. The board will state on Army Form A 2 whether they consider the candidate is qualified for promotion. A candidate will not be reported as qualified unless he has gained one-half of the total number of marks allotted to the questions and practical tests under each subject; that is, unless the decimal gained amounts to 5 in (a), 5 in the written portion of (b), and 5 in the practical tests of (b).

5. Very bad writing will be a sufficient reason to require the re-examination of an officer.

#### EXAMINATION IN SUBJECTS (c), (d), (e), (f) AND (g).

In conducting the examination of lieutenants and captains in subjects (c) to (g), the following instructions will be adhered to by the board:—

6. The order of examination will be as follows:—



Day.	Hours.	Subject.
Monday ...	{ 10 to 1 2 to 5 }	Artillery and A.S. Corps Subjects.*
Tuesday ...	{ 10 to 1 2 to 5 }	Military Engineering. Tactics.
Wednesday ...	{ 10 to 1 2 to 3 3 to 4 4 to 5 }	Military Topography (paper). Military Law (with aid of books). Military Law (without books). Organization and Equipment in Peace and War.
† Thursday...	...	Map reading, reconnaissance, and Military engineering (practical).

\* 10 to 1 Supply Subjects { For Officers A.S. Corps only.  
2 to 5 Transport Subjects }

† Should the weather be unfavourable the out-door examination may be postponed.

7. Whilst under examination candidates are to be placed at least six feet apart, and no officer is to be examined in any subject except at the time specified above.

8. Candidates will not be allowed to select their own seats, but the board will assign seats in order of index numbers. The board may make any subsequent change in such order which they may deem necessary.

9. The sealed packets, containing the examination papers, are not to be opened by the president of the board until the time fixed for the examination in the subject concerned, and then only in the presence of the candidates.

10. All the officers constituting the board are to be present during the entire examination. They must on no account give any opinion to the candidates as to the meaning or correctness of any word or sentence contained in the examination papers.

11. Before the commencement of the examination, the president of the board will inform the candidates under examination that they will be required to furnish the certificate mentioned in paragraph 19 (2), and he will read it to them.

12. For answering the questions in the first paper on military law, candidates are permitted to use the "Manual of Military Law" and "The Queen's Regulations." Before issuing the second paper, the board will require every candidate to hand in his books and work to them.

13. An index number will be assigned to each candidate, which he must record plainly upon each written paper or sketch. This number will be that placed opposite to his name on the list which will be submitted for his signature.

The name of a candidate under examination is not to appear on his papers.

14. Candidates are not permitted to speak to each other or to communicate with any person in the room, except with a member of the board, and, with that exception, strict silence is to be observed in the examination room.

15. Any candidate detected in the examination room in the possession of a book or M.S. brought with him for his assistance, or in copying from the papers of another candidate, or in permitting his own papers to be copied, or in attempting to give or receive assistance of any description, will be disqualified, and his examination will be discontinued, and the circumstance reported.

16. Candidates cannot leave the room during the hours of examination without finally giving up their papers. No candidate

will be allowed to leave within the first half-hour, nor will a candidate who arrives after another has left be admitted.

17. The examination papers will be distributed and the replies collected by a member of the board at the appointed hour. Any candidate, however, who may have finished his replies on any subject before the hour named may deliver them to a member of the board.

18. At the close of the examination in each subject, the board will see that all papers are marked with the correct index numbers, and will at once place them, unfolded, in the large envelopes supplied for the purpose by the military secretary. These envelopes will then be secured, sealed, and marked as follows—

*Rank.* (Captain, Lieutenant, or Warrant and Non-Commissioned Officer) Regular Forces, or Militia, Yeomanry, and Volunteers.

*Subject* .....

*Station* .....

*Signature of President of Board* .....

Each envelope should contain a list of the index numbers (without names) of the candidates whose papers are in it. This list should be signed by a member of the board, but no other papers should be placed in the envelope. The work of officers of Militia, Yeomanry, and Volunteers will be placed in separate envelopes from that of officers of the Regular Forces, and will be marked accordingly. The work of the warrant and non-commissioned officers will also be placed in separate envelopes, and be marked accordingly.

The president will not allow the envelopes out of his own possession, but he will post them himself as soon as possible, and inform the director general of military education, by the first mail after the conclusion of the examination, that he has done so.

19. The proceedings of the board will be recorded on Army Form A 2, and forwarded to the general officer commanding for transmission to the assistant military secretary, military education subdivision, War Office, Pall Mall, London, S.W., accompanied by the following certificates and documents:

(i) A certificate "That the prescribed order of examination was strictly observed, that each member of the board was present during the entire examination, and that none of the candidates received any assistance during the examination from books or other sources beyond that sanctioned for the first paper in military law.

(ii.) A certificate written and signed by each candidate that he has not received or given any assistance during the examination beyond that sanctioned for the first paper in military law, and that the field sketch was made independently by himself in the allotted time.

(iii) Lists of index numbers of candidates, examined with their signatures.

(iv) All the printed envelopes referred to in paragraph 18 which have not been used.

**Standard of Qualification.**

In subjects (c), (d), and (g), the standard of qualification, and for obtaining a special certificate, will be as follows:—

*For Pass.*—·5 in each subject [i.e., in (c), and in each of the sub-heads of (d) and in (g)]. An officer who fails will be required to pass in all subjects at a future examination, unless the failure is in one subject only, in which case he will only be required to be re-examined in that subject; but an officer who has obtained exemption in any subject by reason of a Chatham certificate, or an officer of the Royal Engineers, must pass in all the remaining subjects of (c), (d), and (g) at one examination.

*For Special Certificate.*—An aggregate of ·75, together with ·5 in each subject.

An officer who obtains ·8 in a subject will be entered on the printed list sent to general officers commanding as “distinguished” in that subject; and the fact will then be recorded by his commanding officer in the Confidential Report, Army Form B 194.

The standard for subject (e) will be ·5 for a pass, and ·8 for “distinguished.”

The standard for subject (f) will be ·5 for a pass, and ·8 for “distinguished.” An officer who obtains ·5 in the whole subject but fails to obtain ·5 in one or other of the sub-heads, will be re-examined in that sub-head only.

**APPENDIX VIII.****Tactical Fitness for Command.**

(Referred to in paragraph 1195.)

1. Field officers are required to instruct their juniors, and may at any time have to assume command of a mixed force. It is therefore necessary that every field officer should have a knowledge of the tactics of all three arms. Knowledge of tactics necessary.

2. To enable officers to prepare themselves, senior captains and majors will (as far as circumstances admit) be permitted, at their own request, to proceed during the drill season for a period not exceeding six weeks to one of the following stations:—Aldershot; Colchester; The Curragh; Shorncliffe; Strensall; or Woolwich. They will be attached during that period to arms of the service other than their own, and may be exercised in the command of mixed forces under the orders and instructions of the general officer commanding. Officers may be attached to other arms.

3. Officers who have not prepared themselves for this course by previous study will not be permitted to remain under instruction. Previous study.

4. Each officer will be required to keep a diary (Army Form C 2120). The diary is to be written up daily, and will be forwarded, by the general officer commanding, at the close of the course to the War Office. Diary.

5. Captains and majors on leave from abroad will be allowed to attend if accommodation is available for them. The commander-in-chief in India has made arrangements under which officers who were.

are on leave in India can be attached in that country to other arms, and tested as to their tactical fitness for command.

Subjects of  
examina-  
tion.

6. The subjects\* in which the board is to test the capabilities of the officer (except in the case of an officer of the Royal Malta Artillery) are —

- (i.) Map reading: "setting" a map; finding his position in the field on a 1-inch map; facility in reading such maps, and in identifying points, both distant and near; estimating distances on a map, direct and by road.
- (ii.) Showing with coloured pencils on a 6-inch contoured map the dispositions of a force consisting of one or two battalions, one battery (or a portion of one), and one or two squadrons, in compliance with the conditions of a tactical problem. The map used is not to be one of country adjacent to the place of examination.)
- (iii.) Indicating on a map the dispositions, and writing the orders to be issued to commanders of units by the commander of a force which will be such as is specified in (ii) for the solution of two tactical problems. These problems will be set by the board, each will comprise some definite military operation of one or more named forces. Time to be allowed, 2 hours.
- (iv.) Handling in a tactical operation in the field a regiment, battalion, or battery, at the option of the officer.
- (v.) Commanding in the field a force of all arms (as specified in (ii)) in any operation of minor tactics, and issuing the necessary orders within half an hour of receiving a statement of the tactical problem to be solved.

Conduct of  
examina-  
tion.

7. The board will prepare the schemes for (ii) and (v) and the questions for (iii), and superintend the exercises in subjects (iv) and (v).

Tactical  
problems.

8. As a tactical problem frequently admits of more than one solution, it is not to be expected that the officers will always hold the same views as the members of the board, but they will be called upon to give reasons for their proposed action. They may ask for any information which would probably be available on service as the result of a reconnaissance or otherwise.

9. They are to deal with the actual circumstances represented in the schemes, however unfavourable they may appear to them. The board will award credit for intelligence, judgment, common sense, and readiness of resource in making the best of any critical situation.

Subject IV

10. Their capabilities in (iv) may be tested by placing under their orders units of the force referred to in (v).

Issuing  
orders.

As one object of (v) is to test an officer's readiness and decision, the board will record the time which elapses between the receipt by an officer of his orders, and the putting in motion of the force under his command.

The board will issue general and special "ideas" for the opposing force.

When circumstances in (iv) and (v) or (ii) demand quick decision, the board should require immediate action; in other cases time may be allowed for reflection and deliberate calculation.

\* Officers who have passed through the Staff College will be tested in subjects (iv) and (v) only. An artillery officer may occasionally be set problems in which are involved questions affecting the duties of an officer in command of a brigade or more of artillery.

The board may at their discretion allow an officer a second trial in (v), if he fails to satisfy them in the first trial.

Failure in (V).

The subjects in which officers of the Royal Malta Artillery will be tested are :—

Subjects for officers of Malta Artillery.

- (1.) Map or plan reading.
- (2.) Handling in the field a battalion of infantry, or company of garrison artillery, at the option of the officer.
- (3.) A tactical operation suitable to the conditions of the island ; and issuing, in writing, the necessary orders to the force.
- (4.) The duties of a fire-commander in organising his fire-command in peace, and fighting it in war.

11. The board will compile separate proceedings for each officer examined ; and will enclose with such proceedings the schemes, and any necessary map, the tactical paper, and the replies ; and record the strength of the different arms employed in (iv) and (v). In the case of an officer of the Royal Malta Artillery the board will enclose with their proceedings the questions and replies in (4), the scheme in (3), and record the strength of the different arms employed in (2) and (3). The members will express their individual opinions as to the knowledge the officer possesses of the tactics of the three arms, as to his readiness and decision in the field, and as to his tactical qualifications for promotion. Each member will regard as confidential the opinions expressed by himself and the other members.

Proceedings of boards.

Royal Malta Artillery.

12. The proceedings will be forwarded by the president to the general officer commanding for transmission to the War Office, and will be marked "CONFIDENTIAL."

Forwarding proceedings

# APPENDIX IX.

(Referred to in paragraphs 1233 and 1234.)

Subjects for the Examination of Non-commissioned Officers for Certificates of Qualification in Military Subjects.

## Cavalry, Artillery, and Infantry—Syllabus.

Subjects.	Text books.
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### Discipline and Duties in Barracks.

#### Acting Bombardier and Lance-Corporal.

1. Discipline.	
General bearing...	... .. " Queen's Regulations "
Knowledge of standing Orders	... .. Regimental Standing Orders.
Conduct towards the men, both in and out of barracks, on and off duty.	} " Queen's Regulations."
Method of maintaining discipline	
Confinement of offenders	



Subjects.	Text books.
<p><b>2. Duties in barracks.</b>  Orderly corporal or (in Royal Artillery) barrack orderly.  Charge of barrack room (this will comprise all matters relating to the good order, cleanliness, ventilation, &amp;c., of the room, as well as the good behaviour and cleanliness of the men.)</p> <p style="text-align: center;"><b>Corporal.</b></p> <p>Same as for Acting-Bombardier and Lance-corporal, with the addition of the following:—  Conduct in case of disturbance ... ..  Duties of Orderly Sergeant ... ..</p>	<p>Regimental Standing Orders.  "Queen's Regulations."</p> <p>"Queen's Regulations."  Regimental Standing Orders.</p>
<p style="text-align: center;"><b>(a.) DUTIES IN BARRACKS.</b>  <b>Acting-Bombardier, Lance-Corporal, and Corporal.</b>  <i>Additional for Cavalry and Mounted Branches, Royal Artillery.</i></p>	
<p><b>Duties in barracks.</b>  Stable management generally ... ..  Cleaning and ventilation ... ..  Horses and mules—feeding, watering, and grooming ... ..  Issue of forage ... ..  Details of saddlery and harness ... ..  Mode of fitting, putting up, and cleaning ... ..</p>	<p>"Queen's Regulations."  R.A. Standing Orders.  Regimental Standing Orders.  "Field Artillery Drill."</p>
<p style="text-align: center;"><b>(b.) GUARDS AND PIQUETS.</b>  <b>Acting-Bombardier and Lance-Corporal.</b></p>	
<p><b>1. Guards.</b>  Standing orders of ... ..  Charge of ... ..  Marching and posting sentries ... ..  Guard reports ... ..  Prisoners .. ..  Drunken men ... ..  Action in case of fire ... ..  " " disturbance ... ..  Prisoners handed over by civilians or police ... ..</p>	<p>"Queen's Regulations" and  Standing Orders of Garrison.</p>
<p><b>2. Piquets.</b>  Standing orders of both inlying and outlying ... ..  Stable piquets, duties on ... ..</p>	<p>Standing Orders of Garrison and Regiment.  Royal Artillery, Regimental Standing Orders.  "Queen's Regulations."</p>
<p style="text-align: center;"><b>Corporal.</b>  Same as above, especially with reference to the barrack guard.</p>	
<p style="text-align: center;"><b>(c.) IN CAMP AND ON THE MARCH.</b>  <b>Acting-Bombardier and Lance-Corporal.</b></p>	
<p><b>4. Camp.</b>  *Pitching and striking tents ... ..  The charge of a tent or hut as to good order and arrangement, care of arms, cleanliness, drainage, and ventilation.</p>	<p>"Regulations and Instructions for Encampments and Cantonnements."  "Queen's Regulations."</p>

Subjects.	Text books.
2. On the march. Duties on the line of march ... .. Duties on escort duty by land or sea ... ..	<div>"Queen's Regulations." "Field Artillery Drill," Chap. V, Sec. VI. "Queen's Regulations."</div>
Corporal.	
Same as Acting-Bombardier and Lance-Corporal, with the addition of—	
2. On the march. *Loading baggage on wagons and pack animals ... Looking round horses and saddlery when halting temporarily.  Wagon men ... ..  Baggage guard ... ..  Hullets ... ..	<div>"Manual for Field Service, Infantry." Ditto, for Royal Artillery. "Queen's Regulations." "Manual for Field Service, Royal Artillery." "Regimental Transport—Infantry." "Queen's Regulations." "Queen's Regulations." "Field Artillery Drill," Chap. V, Sec. VI, and Royal Artillery Regimental Standing Orders.</div>
Cavalry--Corporal.	
Group ... ..	"Regulations and Instructions for Encampments and Cantonments."
Mounted Branches, Royal Artillery—Corporal.	
Camp and March. Plan of a battery camp ... ..	"Regulations and Instructions for Encampments and Cantonments."
Disposal of harness and appointments in camp ... Transport of artillery by rail ... .. Ditto, by sea ... .. Assistance of mules over rough or steep ground, and their general training.	<div>"Field Artillery Drill." "Mountain Artillery Drill."</div>
(d.) DRILLS, CAVALRY, ARTILLERY, AND INFANTRY.	
Acting-Bombardier and Lance-Corporal.	
Squad Drill* ... .. Manual exercise* ... .. Firing exercise* ... .. Guides and markers* ... ..	<div>"Cavalry Drill." "Infantry Drill." Latest Manual for arm in possession of corps. Positions as defined in "Infantry Drill."</div>
Corporal.	
Same as above, with the addition of -	
The cautions for squad and company drill, and the manual, firing, and (infantry only) bayonet exercises* A general knowledge of the instruction of the squadron mounted.*	<div>As above "Cavalry Drill."</div>
Additional for Horse, Field, and Mountain Artillery Acting Bombardier.	
Movements by fours ... .. Sword exercise ... ..	"Cavalry Drill."

\* To be tested practically when possible.

Subjects.	Text books.
<b>Corporal.</b>	
Mountain { Mule drill ... .. Field movements, general rules ... ..	"Mountain Artillery Drill." "Field Artillery Drill." "Cavalry Drill." "Field Artillery Drill." "Cavalry Drill."
Driving ... ..	
Equitation ... ..	
Battery drill ... ..	
Foot drill ... ..	
<b>(e.) MANŒUVRE, INFANTRY— Lance-Corporal.</b>	
1. <i>Command of Sections in—</i> Extended order ... ..	"Infantry Drill."
<b>Corporal.</b>	
Same as for Lance-Corporal, with the addition of—	
2. <i>Outpost duty</i> ... ..	"Infantry Drill."
(i.) Sentries ... ..	" "
(ii.) Detached posts ... ..	" "
(iii.) Patrols ... ..	" "
3. <i>Advanced and rear guards</i> ... ..	" "
<b>Detached Duties of Cavalry—Lance-Corporal.</b>	
General principles of detached duties of cavalry ... ..	"Cavalry Drill."
Duties of advanced party and flanking patrols ... ..	
Duties of outposts ... ..	
Contact squadrons—duties of advanced scouts, connecting and communicating posts.	
<b>Corporal.</b>	
Same as above, and advanced and rear guards... ..	"Cavalry Drill."
Outposts ... ..	
Contact squadrons ... ..	
Reports ... ..	
<b>(f.) MUSKETRY.</b>	
<b>Lance-Corporal.</b>	
(i.) Firing exercise ... ..	"Musketry Regulations."
(ii.) Detail of recruits' course... ..	
(iii.) Detail of trained soldiers' course ... ..	
(iv.) Marking in the butts ... ..	
(v.) Keeping judging distance and target practice registers.	
(vi.) Care of arms ... ..	
<b>Corporal.</b>	
Same as for Lance-Corporals, with the addition of—	
(vii.) General duties on the range, such as use of danger flags, conduct in case of accidents, &c.	"Musketry Regulations."
<b>GUNNERY.</b>	
<b>Horse, Field, and Mountain Artillery — Acting Bombardier.</b>	
Theoretical gunnery ... ..	"Field Artillery Drill." Ditto, and Handbook. "Field Artillery Drill." Handbook of Gun.
Use and effect of projectiles... ..	
Range tables, and that of particular gun ... ..	
Laying ... ..	
Gun drill ... ..	

Subjects.	Text books.
<b>Corporal.</b>	
In addition to above—	
Knottling ... ..	"Field Artillery Drill."
Theoretical gunnery (further) ... ..	
Sites for guns in action ... ..	
Shooting ... ..	
Use and effect of projectiles (further) ... ..	
Judging distance ... ..	Handbook of Rangefinder. "Field Artillery Drill." Handbook. "Field Artillery Drill."
Range-taking ... ..	
Replacement of ammunition and casualties ... ..	
Mounting and dismounting, and disabled ordnance ... ..	
Supply of ammunition ... ..	
<b>Garrison and Siege Artillery—Acting Bombardier.</b>	
Definitions ... ..	"Garrison Artillery Drill, Sec. I, Part I, Vol. I.
Rifling ... ..	Ditto, Sec. II, Part I, Vol. I, to page 29.
Use and effect of projectiles ... ..	Ditto, Part II, Vol. I.
Laying ... ..	Ditto, Sec. III, Part I, Vol. I.
Knottling ... ..	"Siege Artillery Drill," Sec. VII.
Tackles and ropes ... ..	"Garrison Artillery Drill," Sec. I, Part I, Vol. II.
Elementary ... ..	Ditto, Secs. I and II, Part III, Vol. II.
Drill with guns in use at station ... ..	Ditto, Part IV, Vol. I.
<b>Corporal.</b>	
In addition to above	
Ammunition relating to guns in use at station ... ..	"Garrison Artillery Drill," Part II, Vol. I.
Forces acting on a projectile ... ..	Ditto, Sec. II, Part I, Vol. I,
Means of checking recoil ... ..	the whole of the section.
Use and effect of projectiles... ..	Ditto, Part II, Vol. I.
Mounting and dismounting guns ... ..	Ditto, Sec. V, Part III, Vol. II, to page 244.
Moving ordnance ... ..	Ditto, Secs. III and IV, Part III, Vol. II.
Judging distance ... ..	"Field Artillery Drill."
Night firing ... ..	"Siege Artillery Drill," page 97.
Range-taking with range-finders at station ... ..	"Garrison Artillery Drill," Sec. III, Part III, Vol. I. Handbooks.
Fire control, elementary principles only, and group or section officers' duties.	"Garrison Artillery Drill," Secs. I, II, III, and VII, Part VI, Vol. I.
Sheers and derricks (number, strength, and duties of sections only).	"Sheers and Derricks."
<b>(g.) EQUIPMENT—Royal Artillery.</b>	
<b>Acting Bombardier (according to branch he is serving in).</b>	
Equipment of men in garrison or siege artillery	"Instructions for Fitting Valley Equipment."
Equipment of guns in use at station or in siege train.	"Garrison Artillery Drill," Part III, Vol. I. Handbooks.
<b>Corporal.</b>	
The whole of the above.	
<b>Garrison Artillery only Acting Bombardier.</b>	
Means of communicating with range-finders ... ..	"Garrison Artillery Drill," Sec. V, Part III, Vol. I.

Subject.	Text books.
<b>Corporal.</b>	
In addition to above—	
Instructions and drill for range-finding instruments ...	"Garrison Artillery Drill," Sec. III, Part III, Vol. I.
<b>Siege Artillery only—Acting Bombardier.</b>	
Service of siege ordnance ... ..	"Siege Artillery Drill," pages 46 to 50.
Drill with ordnance with siege train and medium guns on land fronts.	"Siege Artillery Drill," Sec. XI, Part IV. "Garrison Artillery Drill," Vol. I. Handbooks.
<b>Corporal.</b>	
In addition to above—	
Observation of fire, including use of instruments at station	"Siege Artillery Drill," Sec. VIII.
Armament of siege batteries ... ..	Ditto, Sec. V.
Shifts with siege batteries ... ..	Ditto, Sec. XII.
Mounting and dismounting ... ..	Ditto, Sec. XIII.
<b>Mountain Artillery—Acting Bombardier.</b>	
Equipment of mules and horses ... ..	"Handbook, 2-3-inch R.M.A. Gun," pages 18-22.
Packing boxes ... ..	Ditto, pages 19, 20 and 31.
<b>Corporal.</b>	
In addition to above—	
Knowledge of material ... ..	Ditto, pages 2-14.
Further equipment of mules ... ..	Ditto, pages 23-31.
<b>Horse and Field Artillery—Acting Bombardier.</b>	
Equipment of horses and carriages (general questions only)	"Field Artillery Drill."
Packing of boxes and stores of guns with which the battery is armed	Handbook for the particular gun.
<b>Corporal.</b>	
The above in greater detail ... ..	} "Field Artillery Drill," and Handbook of Gun.
Knowledge of material ... ..	

**Norms.**—"Siege Artillery Drill" must be consulted by non-commissioned officers serving in siege batteries.

The "Manual for Non-Commissioned Officers of Artillery (Horse and Field) in preparing for examination before promotion," has been published to enable non-commissioned officers of these branches to work up for examination without having to refer to the various text books quoted in the syllabus.



## APPENDIX X.

(Referred to in Paragraph 135.)

**Syllabus for the Examination of Candidates for the Appointment of Adjutants of Militia, Yeomanry Cavalry, and Volunteers.**

**(A.) CAVALRY OFFICERS**

The course of examination for cavalry officers (which is to be conducted both practically in the barrack yard, and likewise by means of written questions and answers), will include—

- (a) Special duties and position of an adjutant and of a brigade-major in the field.
- (b) The entire elementary instruction and evolutions of a regiment of cavalry, as laid down in the Cavalry Drill, viz. :—

Instruction of a squadron mounted.

Formation and movements of the regiment.

Employment of horse artillery with cavalry acting independently.

Royal escorts.

General instructions, street parties, and duties in aid of the civil power.

Advanced and rear guards.

Escort for stores, &c.

Duties on the line of march.

Transport of cavalry by railway.

- (c) Outpost duties. The candidate will be expected to draw up a scheme for a regiment reconnoitring an enemy, and will indicate on a 1-inch Ordnance map the routes to be taken by the different squadrons and patrols, the position of communicating posts, &c. He will also be required to execute on horseback a road sketch or sketch of a given area of country without the aid of a map.
  - (d) Sword drill and saluting.
  - (e) Carbine exercise.
  - (f) Field signalling (as laid down in the Signalling Instructions). The candidate will be required to furnish a certificate from his commanding officer, that he has undergone a regimental course of instruction, and can read and send messages with the flag and lamp with distinctness and sufficient rapidity.
  - (g) Orderly room work, requisitions, returns, accounts, and correspondence (as laid down in the Regulations for Yeomanry Cavalry). Method of carrying on duties of a cavalry regiment in barracks or billets, i.e., the various officers, non-commissioned officers, and privates detailed daily for duty; how duty rosters are kept; the special duties required of an orderly squadron serjeant-major, serjeant, corporal, trumpeter, and farrier.
  - (h) Queen's Regulations and Orders for the Army, with special reference to duties in aid of the civil power.
- (Q.R.)

**(B.) INFANTRY OFFICERS.**

The course of examination for infantry officers (which is to be conducted both practically in the barrack yard, and likewise by means of written questions and answers) will include---

- (a) The entire elementary instruction and evolutions of a battalion of infantry as laid down in Infantry Drill, including duties of outposts, advanced and rear guards; also the bayonet exercise, and the manual and firing exercises.
- (b) The charge of a company and detachment, in every position in which it may be placed; musketry instruction (unless the candidate has gone through a course of instruction at a school of musketry and obtained a certificate of qualification, in which case the nature of the certificate obtained should be stated); orderly room work, requisitions, returns, accounts, and correspondence; also the special duties and position of an adjutant, and the duties of a brigade-major.
- (c) Queen's Regulations and Orders for the Army.
- (d) Military law.
- (e) General functions of a battalion of infantry, viz :—
  - . Its organisation for tactical purposes; its arm; rate of marching; principal objects of its formations and evolutions, viz : line, column, echelon, square, skirmishing, changes of front, changes of position, space occupied in line, columns, and column of route.

N.B. — The proceedings of the Board will be conducted in accordance with paras. 1191, 1192 (ii), and 1193.

The Board should particularly state whether the candidate is *smart and soldier like* in his appearance and manner.

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## APPENDIX XI.

(Referred to in paragraph 813.)

**Syllabus of the Course of Training in Transport Duties for Infantry Soldiers.**

Nature of instruction	Hours.			Number of lessons	Number of days.	Remarks
	Morning	Midday	Afternoon and evening.			
Stable management	1½	1	1½	12	12	1st fortnight.
Riding	1	—	—	10		
Harness instruction	1	—	—	12		
Picketing boxes	—	—	1	2		
Stable management.	1½	1	1½	4	12	2nd fortnight.
Riding	1	—	—	4		
Dismounting, mounting, and loading wagons	1	—	—	4		
Peak saddle instruction	—	—	1	4		
Wagon drill	1½	—	—	4		
Harness instruction	—	—	1½	4	12	3rd fortnight.
Stable management	1½	1	1½	4		
Wagon drill	1½	—	—	4		
Harness instruction	—	—	1½	4		
Marching order instruction	—	—	1½	4		
Long-rein driving	1½	—	—	4		

On completion of this course the men who have been instructed will be tested by an officer of the branch of the service to which they have been attached, and he will forward to their commanding officer a return showing their qualifications.

APPENDIX XII.

Regulations as to taking out Patents for Inventions.

(Referred to in paragraph 177.)

1. By Section 27 of the "Patents, Designs, and Trade Marks Act, 1883," it is enacted as follows —

(1) "A patent shall have to all intents the like effect as against Her Majesty the Queen, her heirs and successors, as it has against a subject.

(2) "But the officers or authorities administering any department of the service of the Crown may, by themselves, their agents, contractors, or others, at any time after the application, use the invention for the service of the Crown on terms to be before or after the use thereof agreed on, with the approval of the Treasury, between those officers or authorities and the patentee, or, in default of such agreement, on such terms as may be settled by the Treasury, after hearing all parties interested."

2. All officers or subordinates holding staff appointments, or employed in any administrative, instructional, manufacturing, or experimental department under the War Office are to understand that one of the conditions subject to which they hold such appointment or employment, is that they shall not take out a patent, or seek for provisional protection for an invention, without first obtaining the approval of the Secretary of State for War, by application through their respective commanding officers or heads of their departments.

Each application must contain a general description of the invention for which protection is desired.

3. Permission to patent will not be granted as a matter of course, but each application will be dealt with according to the circumstances of the case. Should permission be granted it will be subject to the following conditions, from which there will be no appeal by the patentee, either to the Treasury under Section 27 of the "Patents, Designs, and Trade Marks Act, 1883," or otherwise. —

(i.) That if it be at any time desired by the Secretary of State, the patent shall be absolutely assigned to him, upon such terms as, after full consideration of all the circumstances of the case, he may decide upon.

(ii.) That the invention may be used by or for Her Majesty's service, and that terms of payment, if any, for such use, shall be decided by the Secretary of State.

(iii.) In settling terms either for assignment or use, regard will be had by the Secretary of State to any facilities in originating, working out, and perfecting the invention, which the inventor may have enjoyed by reason of his official position, and all payments will be subject to the approval of the Treasury.

## INDEX.

## A.

Abroad—						Para.
command broken up, returns and records	..	..	..	..	..	2117
invalids from, disposal of	..	..	..	..	..	1652
leave to travel, officers	..	..	..	1904, 1906, 1907, 1908	..	
offences, disposal of	..	..	..	..	..	504
officer proceeding abroad on duty takes orders with him	..	..	..	..	..	1460
passages for officers	..	..	..	..	..	1465-1467
"    "    soldiers, applications	..	..	..	..	..	1462
"    "    "    discharge, on	..	..	..	..	..	1424
"    "    "    individual..	..	..	..	..	..	1632
report of arrival of officers from	..	..	..	..	..	1927
"    when character of officer returning is affected	..	..	..	..	..	1925
"    insane officer sent home from	..	..	..	..	..	1926
service, medical inspection for	..	..	..	..	..	1400
"    selection for	..	..	..	..	..	1454
"    reckoning, made of	..	..	..	..	..	2126
time expired men, from, disposal of	..	..	..	..	..	1652
Absence, without leave -						
C. O. to deal summarily with offence of	..	..	..	..	..	460
courts of inquiry on, when assembled	..	..	..	..	..	542
taking into custody terminates	..	..	..	..	..	467
defaulters book, entry in	..	..	..	..	..	2190
desertion, when returned as	..	..	..	..	..	648, 2097
drunkenness, on account of	..	..	..	..	..	474
escort for absentees	..	..	..	..	..	867
forfeiture of pay for	..	..	..	..	..	460
"    "    service for	..	..	..	..	..	1812
N.C.O., gate duty, &c.	..	..	..	..	..	404
N.C.O. and men, court-martial book entry	..	..	..	..	..	2164
officers	..	..	..	..	..	1899
"    regimental returns	..	..	..	..	..	2001
"    reports of	..	..	..	..	..	125
punishment for	..	..	..	..	..	460
regimental orders, notification in	..	..	..	..	..	460
Accounts—						
band funds..	..	..	..	..	..	976
deserters	..	..	..	..	..	689
libraries, garrison..	..	..	..	..	..	1045-1047
mess, officers	..	..	..	..	..	941
"    serjeants	..	..	..	..	..	104
monthly settlement of soldiers	..	..	..	..	..	657
officers to learn system of keeping	..	..	..	..	..	685
perpet ledger for	..	..	..	..	..	692
regimental institutes	..	..	..	..	..	1006, 1009
signature of	..	..	..	..	..	686



<b>Accoutrements.</b> [See Arms.]	Para.
<b>Active Service—</b>	
officers employed on, return of .. .. .	2087
returns, monthly, during.. .. .	2089
<b>Address—</b>	
men on furlough to leave with their corps .. .. .	1986
officers, on arrival from abroad .. .. .	1987
officers on leave to furnish to adjutant and agent .. .. .	1991
„ retiring to report to War Office .. .. .	154
<b>Adjutant—</b>	
acting at depot .. .. .	1872, 1873
appointment and qualifications .. .. .	129
garrison, of the day .. .. .	286
subaltern officers to qualify themselves for duties of .. .. .	677
<b>Adjutant, Assistant, appointment of .. .. .</b>	121
<b>Adjutant, Militia, Yeomanry, and Volunteers—</b>	
appointment, declaration on .. .. .	111, 112
appointments, how made.. .. .	122, 124
examination .. .. .	125, App. X
„ exemption from .. .. .	126
medical examination .. .. .	127
militia at depot .. .. .	1272
musketry, certificate necessary .. .. .	124
rank of .. .. .	3
regimental district duties .. .. .	1850
report on, confidential .. .. .	208
soldier-servants, of militia .. .. .	708
<b>Adjutant-General—</b>	
duties of .. .. .	App. I
qualifications for staff of.. .. .	217
<b>Admiralty, salutes to the Lords of the .. .. .</b>	78
<b>Advance and rear guards, duties of .. .. .</b>	1091
<b>Africa, South, period of embarkation for .. .. .</b>	1457
<b>Africa, West Coast—</b>	
discharge on .. .. .	1826
embarkation for, period of .. .. .	1457
<b>Aid to civil power.</b> [See Civil Power.]	
<b>Aid to convict guards .. .. .</b>	293
<b>Aide-de-camp—</b>	
assistant military secretary and, duties.. .. .	226
dress of .. .. .	1977
examination for appointment of.. .. .	218
tenure or change of .. .. .	219
<b>Aiguillettes, wearing of, by aides-de-camp .. .. .</b>	1976-1980
<b>Alarm posts, establishment of, during a march .. .. .</b>	1875
<b>Allowance for officers' mess, how applied .. .. .</b>	936
<b>Allowance, messing, soldiers' .. .. .</b>	707
<b>Allowances, correspondence on .. .. .</b>	2078
<b>Ambassadors, artillery salutes to .. .. .</b>	78
<b>Ammunition—</b>	
carts for practising issue of small-arm .. .. .	2027
complaints regarding, course to be pursued .. .. .	2028
guards, escorts, &c., for .. .. .	2029, 2036
hospitals, field, men in .. .. .	1726
inspection of, in regimental charge by C.O. .. .. .	2034
„ „ in pouches by company officers .. .. .	2030
instructions for the receipt or issue .. .. .	2032
issue from regimental magazine by quartermaster .. .. .	2033
„ from store, attendance of officers at .. .. .	2032
„ of blank, pouches to be first examined .. .. .	2030

<b>Ammunition—continued—</b>						Para.
lost or made away with, how accounted for .. .. .	..	..	..	..	..	2030
regiments moving quantity of .. .. .	..	..	..	..	..	2031
return of powder in charge, half-yearly .. .. .	..	..	..	..	..	2087
„ to store, attendance of officers at .. .. .	..	..	..	..	..	2082
service, storage in time of peace .. .. .	..	..	..	..	..	2028
ship, on board, supply and disposal of, &c. ..	..	1479,	1480,	1644,	1670	
small-arm .. .. .	..	..	..	..	..	2028–2038
unauthorized, forbidden to be used .. .. .	..	..	..	..	..	2035
wagons, conveyance by .. .. .	..	..	..	..	..	2036
<b>Animals prohibited in barracks</b> .. .. .	..	..	..	..	..	341
<b>Anniversaries—</b>						
salutes fired on .. .. .	..	..	..	..	..	78
stations for hoisting Royal Standard on .. .. .	..	..	..	..	..	76
<b>Annuity, medals with</b> .. .. .	..	..	..	..	..	2049
<b>Anonymous complaints forbidden</b> .. .. .	..	..	..	..	..	187
<b>Anthem, National, when to be played</b> .. .. .	..	..	..	..	..	45
<b>Applications—</b>						
from regimental officers and men, mode of making ..	..	..	..	..	..	2082
testimonials not to accompany .. .. .	..	..	..	..	..	416
<b>Appointment of officers</b> .. .. .	..	..	..	..	..	109–154
<b>Appointment, Staff.</b> [See Staff.]						
<b>Apprentices, discharge of</b> .. .. .	..	..	..	..	..	1805
<b>Appropriations of barracks, temporary</b> .. .. .	..	..	..	..	..	332
<b>Armament Artificers, appointment, qualifications for, and</b>						
general instructions respecting employment ..	..	783–	785			
<b>Armed corps, definition of term</b> .. .. .	..	..	..	..	..	71
<b>Armed parties—</b>						
command of by officers .. .. .	..	..	..	..	..	1375
salutes on the march .. .. .	..	..	..	..	..	54
„ by sentries .. .. .	..	..	..	..	..	72
turning out of, and salutes by guards to .. .. .	..	..	..	..	..	71
<b>Armourer Section, Army Ordnance Corps—</b>						
assistant to armourer-serjeant .. .. .	..	..	..	..	..	777
continuance in service beyond 21 years..	..	..	..	..	..	1757
duties of .. .. .	..	..	..	..	..	235–237
exceptional work not required .. .. .	..	..	..	..	..	778
messes, serjeants', subscription .. .. .	..	..	..	..	..	994
posting of, applications .. .. .	..	..	..	..	..	776
promotion of .. .. .	..	..	..	..	..	748
reduction, disposal on .. .. .	..	..	..	..	..	749
stirrup-irons roughed by.. .. .	..	..	..	..	..	926
transferred, disposal of attestations .. .. .	..	..	..	..	..	2147
<b>Arm racks in troop-ships</b> .. .. .	..	..	..	..	..	1478, 1538
<b>Arms—</b>						
cleaned after a march .. .. .	..	..	..	..	..	1374
made away with .. .. .	..	..	..	..	..	497
prisoners .. .. .	..	..	..	..	..	450, 634
ships, on board, stowage .. .. .	..	..	..	..	..	1478, 1538
<b>Arms and accoutrements —</b>						
classes, signalling, &c., men at .. .. .	..	..	..	..	..	1242
depôt, charge of .. .. .	..	..	..	..	..	1846, 1890
furlough, not taken on .. .. .	..	..	..	..	..	2020
hospital, men in .. .. .	..	..	..	..	..	1726
inspection of, on board ship .. .. .	..	..	..	..	..	1584
responsibility of officers for .. .. .	..	..	..	..	..	683
responsibility for, commanding officers .. .. .	..	..	..	..	..	671
ships, on board, supply of, &c. .. .. .	..	..	..	..	..	1479, 1644
transferred when .. .. .	..	..	..	..	..	2027

<b>Army Act—</b>					<b>Para.</b>
copy to be placed on board ship	..	..	..	..	1480
promulgation of {	abroad, report of	..	..	..	2067
	in colonies	..	..	..	26
<b>Army Orders. [See Orders.]</b>					
<b>Army Pay Department, regulations for. [See Pay Department.]</b>					141-147, 203, 209
<b>Army Reserve. [See Reserve.]</b>					
<b>Army Schools. [See School, Army.]</b>					
<b>Army Service Corps—</b>					
applications for, documents sent with	..	..	..	..	138
attestations of, where kept	..	..	..	..	2129
barrack section, responsibility for supplies	..	..	..	..	461
barrack section, transfer to	..	..	..	..	1767, 1768
books to be kept by	..	..	..	..	2119, 2120
confidential report on	..	..	..	..	2067
continuance in service beyond 21 years.	..	..	..	..	1757
dress of officers of..	..	..	..	..	1907
duties of officers of	..	..	..	..	203
inspection of	..	..	..	..	107, 120
mess contribution..	..	..	..	..	981
„ subscription ..	..	..	..	..	961
officers of, books to be kept by	..	..	..	..	648
„ „ command, exercise of	..	..	..	..	3
„ „ duties of	..	..	..	..	233
„ „ temporary appointments abroad	..	..	..	..	130
„ „ promotion, certificates necessary	..	..	..	..	1172-1174, 1153
precedence of	..	..	..	..	1
staff clerk section, transfer to	..	..	..	..	1768
staff serjeant-major, 1st class, corresponding rank in R.N.	..	..	..	..	34
transfer to ..	..	..	..	..	1762, 1767, 1768
„ „ documents, disposal of	..	..	..	..	1765
„ „ modifications of service on	..	..	..	..	1766
warrant officers, status of	..	..	..	..	743, 994
„ „ plain clothes, when on furlough	..	..	..	..	2009
<b>Army Signalling. [See Signalling.]</b>					
<b>Arrest—</b>					
applicable to officers and N.C. officers	..	..	..	..	423
barrack serjeants	..	..	..	..	440
„ „ „ „ „ „	..	..	..	..	424
„ „ „ „ „ „	..	..	..	..	425
„ „ „ „ „ „	..	..	..	..	430
„ „ „ „ „ „	..	..	..	..	430
officers in, cannot demand court-martial or refuse to return to duty after release	..	..	..	..	428
officers, when placed under, and report of	..	..	..	..	427
„ „ „ „ „ „	..	..	..	..	424
„ „ „ „ „ „	..	..	..	..	425
release of officers from	..	..	..	..	426
remedy open to officers aggrieved by	..	..	..	..	423
<b>[See also Confinement and Prisoners.]</b>					
<b>Arrival Reports—</b>					
combatant officers returning from abroad	..	..	..	..	1927
staff officers	..	..	..	..	1927, 1929
general and commanding officers in person at headquarters..	..	..	..	..	1929
<b>Artificers—</b>					
definition of term „artificer” for re-engagement	..	..	..	..	1755
regimental, artillery, garrison; cavalry and infantry	..	..	..	..	615
„ „ „ „ „ „	..	..	..	..	798
„ „ „ „ „ „	..	..	..	..	900

						Para.
<b>Artificers—continued—</b>						
regimental employment, qualifications for	..	..	..	..	..	796
" pioneers regarded as	..	..	..	..	..	797
" private work by	..	..	..	..	..	801
" re-engagement	..	..	..	..	..	1747, 1766 <sup>c</sup>
<b>Artillery—</b>						
attestations, where kept	..	..	..	..	..	2129
Militia and Volunteer, command and inspection of	..	..	..	..	..	1849
battery, designation and arrangement of	..	..	..	..	..	662
books, kept by officers of	..	..	..	..	..	653
coast defence, instruction of garrison officers	..	..	..	..	..	1135
commanding officer	..	..	..	..	..	680
" " responsibility for arms, &c.	..	..	..	..	..	671
" " returns, annual	..	..	..	..	..	2087
" " special duties	..	..	..	..	..	230, 231
divisions of batteries, formation into	..	..	..	..	..	680
dress of officers of	..	..	..	..	..	1953, 1985
" " soldiers of	..	..	..	..	..	2023
duties of officers, garrison	..	..	..	..	..	247
" staff officers	..	..	..	..	..	223, 224
embarkation of guns	..	..	..	..	..	1670
" of lieutenants on bifurcated list	..	..	..	..	..	117
exercises, instruction of infantry in fortresses	..	..	..	..	..	231
fortresses, commanding officer's duties	..	..	..	..	..	231
inspection, annual	..	..	..	..	..	191-194
inns, contribution and subscription to	..	..	..	..	..	949, 956, 967
[See also <i>Men, Officers.</i> ]						
parole, formation on	..	..	..	..	..	663
precedence of	..	..	..	..	..	1
range-taking, and inspection of	..	..	..	..	..	1122, 1123
training young soldiers and recruits	..	..	..	..	..	1064-1066
transfers to	..	..	..	..	..	1762, 1767, 1768
" " documents, disposal of	..	..	..	..	..	1765
" " recruit ineligible	..	..	..	..	..	1767, 1768
" and exchanges of officers	..	..	..	..	..	116
transport by railway. [See <i>Railway Transport.</i> ]	..	..	..	..	..	1373-1422
wheeler and smith attached to each battery	..	..	..	..	..	815
working parties	..	..	..	..	..	294
<b>Artillery Company, Honourable—</b>						
precedence of	..	..	..	..	..	1
officers, rank of	..	..	..	..	..	3
<b>Asylum, R.M. [See <i>Duke of York's School.</i>]</b>						
<b>Attestation—</b>						
false answer on	..	..	..	..	..	554-557
fraudulent enlistment, on which to serve	..	..	..	..	..	549
<b>Attestations—</b>						
abroad, men sent home	..	..	..	..	..	1796
cavalry, sent to depot	..	..	..	..	..	1846
custodian responsible for	..	..	..	..	..	517
custody of original	..	..	..	..	..	2129
death, disposal of, on	..	..	..	..	..	2145, 2149
defaced, procedure	..	..	..	..	..	2134
desertion, disposal on	..	..	..	..	..	2145, 2149
discharge, procedure on	..	..	..	..	..	2145, 2149
" " men sent home for	..	..	..	..	..	1796
disposal of..	..	..	..	..	..	2147, 2148
documents to be attached to	..	..	..	..	..	2133
duplicate, comparison yearly, with original	..	..	..	..	..	2135
" custody of	..	..	..	..	..	2131
" disposal of	..	..	..	..	..	2147
" documents attached to	..	..	..	..	..	2133

Attestations—continued—						Para.
duplicate, replacing if lost or damaged..	..	..	..	..	..	2134
entries in ..	..	..	..	..	..	2136
filing in portfolio, mode of ..	..	..	..	..	..	2131
Indian unattached list, transfer to ..	..	..	..	..	..	2147
information for completion of ..	..	..	..	..	..	2123
lost, substitution of duplicate ..	..	..	..	..	..	2134
names of soldiers, insertion in ..	..	..	..	..	..	2146
officer commanding dépôt, defined ..	..	..	..	..	..	2180
receipt for when borrowed ..	..	..	..	..	..	2127
service recorded in ..	..	..	..	..	..	2126
transfer, disposal on ..	..	..	..	..	..	1765, 2147
" notice to officer in charge of ..	..	..	..	..	..	1765

## B.

Bag, officers, campaigning ..	..	..	..	..	..	2006
kit, waterproof, stowage on board ship..	..	..	..	..	..	1533, 1535
squad ..	..	..	..	..	..	2033
Baggage—						
cabin, articles allowed as..	..	..	..	..	..	1502, 1503
change of clothing, on board ship ..	..	..	..	..	..	1501
custom house, charge for examination at ..	..	..	..	..	..	1470
customs duties at Bombay, return of liable to..	..	..	..	..	..	1514
dimensions of ..	..	..	..	..	..	1497
" exceptions to authorised ..	..	..	..	..	..	1497, 1499
disembarkation, certificate of officer commanding ..	..	..	..	..	..	1600
embarkation of, heavy ..	..	..	..	..	..	1505-1506
" preparation for and superintendence of ..	..	..	..	..	..	1498, 1509, 1512
excess, conveyed by private arrangement ..	..	..	..	..	..	1512
" embarkation of forbidden ..	..	..	..	..	..	1497-1512
excluded, certificate for ..	..	..	..	..	..	1512
explosive articles to be removed from ..	..	..	..	..	..	1500
fatigue parties for loading and unloading ..	..	..	..	..	..	1430
heavy, conveyance by rail ..	..	..	..	..	..	1425-1429
" embarkation of ..	..	..	..	..	..	1505-1506
labelling before embarkation ..	..	..	..	..	..	1501-1504
light, conveyance by rail ..	..	..	..	..	..	1382
" embarkation of ..	..	..	..	..	..	1503
loading and unloading of on wagons ..	..	..	..	..	..	1430
marking for baggage room, cabin, women's quarters ..	..	..	..	..	..	1501-1504
" with name and contents ..	..	..	..	..	..	1499
measurement of, for embarkation ..	..	..	..	..	..	1497
room, inspection of ..	..	..	..	..	..	1506
stowage on board ship ..	..	..	..	..	..	1511
wagons for. ..	..	..	..	..	..	1424-1430
wives of soldiers' ..	..	..	..	..	..	1503, 1503
Baggage-rooms, inspection of ..	..	..	..	..	..	1506
Baggage-wagons, impressment of, loading and unloading of;						
parked at night..	..	..	..	..	..	1424-1431
Bahamas, period for embarkation for ..	..	..	..	..	..	1458
Balls and entertainments, sword and sword-belt ..	..	..	..	..	..	1971
Bands—						
allowance in aid of ..	..	..	..	..	..	977
band subscriptions and musical training ..	..	..	..	..	..	972-982
books of instruction ..	..	..	..	..	..	978
bugles, trumpets, drums, and fifes, supply of ..	..	..	..	..	..	977
establishment ..	..	..	..	..	..	972
fund, accounts, contributions and subscriptions ..	..	..	..	..	..	975, 983



							Para.
<b>Bands—continued—</b>							
fund, paymaster and quartermaster not entrusted with	..	..	..	..	..	..	659
garrison, furnished by roster	..	..	..	..	..	..	258
instruments, supply of	..	..	..	..	..	..	992
practice	..	..	..	..	..	..	981
<b>Band-masters—</b>							
appointment, rank and dress	..	..	..	..	..	..	986
instruction of bandmen by	..	..	..	..	..	..	987-990
musical training	..	..	..	..	..	..	983-992
parades, attendance at	..	..	..	..	..	..	986
precedence, when bands are playing together	..	..	..	..	..	..	976
qualifications of N.C.O.'s selected for training	..	..	..	..	..	..	984, 1268
report on	..	..	..	..	..	..	2087
responsibility of for instruction and discipline of band	..	..	..	..	..	..	986
salary	..	..	..	..	..	..	985
School of Music, admission to, &c.	..	..	..	..	..	..	984-988, 1268
<b>Bandsmen—</b>							
boys enlisted for training as	..	..	..	..	..	..	974, 728
discharge, delayed to fill vacancy	..	..	..	..	..	..	1806
divine service	..	..	..	..	..	..	1806
efficiency necessary	..	..	..	..	..	..	972
instruction by bandmasters	..	..	..	..	..	..	987-990
offences, struck off establishment for	..	..	..	..	..	..	973
promotion, instruction for	..	..	..	..	..	..	990
reversion of	..	..	..	..	..	..	756
School of Music, training, documents sent with men	..	..	..	..	..	..	1267
„ „ extension of service for	..	..	..	..	..	..	1271
„ „ recommendations	..	..	..	..	..	..	991
„ „ selection for	..	..	..	..	..	..	1271
„ „ waistbelts taken	..	..	..	..	..	..	1266
serjeant-trumpeter, drummer, bugler	..	..	..	..	..	..	987
<b>Bankrupts, C.O. to report all cases of officers being declared</b>	..	..	..	..	..	..	418
<b>Baptisms to be registered ; certificates of..</b>	..	..	..	..	..	..	2175, 2180
<b>Barracks—</b>							
admission of strangers and official visitors	..	..	..	..	..	..	402
allotment of	..	..	..	..	..	..	324
„ quarters	..	..	..	..	..	..	308-398
alterations in buildings prohibited	..	..	..	..	..	..	330
animals prohibited in	..	..	..	..	..	..	341
appropriation equipment..	..	..	..	..	..	..	324-332
„ temporary	..	..	..	..	..	..	332
beds	..	..	..	..	..	..	327, 328, 333, 394
board on new buildings	..	..	..	..	..	..	356, 365
„ „ sites for	..	..	..	..	..	..	356, 364
certificate of possession after marching in	..	..	..	..	..	..	314
chimney sweeping	..	..	..	..	..	..	343
cleaning rooms and passages, charges for	..	..	..	..	..	..	321
„ surface drains and latrines	..	..	..	..	..	..	338
duties in regard to	..	..	..	..	..	..	303 402
fire, precautions against	..	..	..	..	..	..	343-355
fireworks and bonfires forbidden in	..	..	..	..	..	..	346
inspection of barracks and assessment of damages	..	..	..	..	..	..	343-323
inspections, marching in and out, periodical regimental,	..	..	..	..	..	..	
medical, R E and A S Corps	..	..	..	..	..	..	303-316
miscellaneous barrack duties	..	..	..	..	..	..	399-402
new buildings, sites for	..	..	..	..	..	..	356-367
precautions against fire	..	..	..	..	..	..	343 355
quarters, allotment of	..	..	..	..	..	..	364-394
re-appropriations, sites for buildings, and new buildings	..	..	..	..	..	..	356 367
sanitary arrangements	..	..	..	..	..	..	333-342
„ inspection by P.M O.	..	..	..	..	..	..	306

					Para.
<b>Barracks—continued—</b>					
sites for new buildings .. .. .	..	..	..	..	356-367
unoccupied, protection of .. .. .	..	..	..	..	331
ventilation .. .. .	..	..	..	..	334
washing of clothes forbidden in sleeping rooms .. .. .	..	..	..	..	336
washing of floors, rooms and passages, charges for .. .. .	..	..	..	..	335, 321
water, consumption of .. .. .	..	..	..	..	399, 337, 400
window cleaning .. .. .	..	..	..	..	329
<b>Barrack damages—</b>					
appeals against assessment .. .. .	..	..	..	..	319
repairs to cricket grounds, fives courts, &c. .. .. .	..	..	..	..	323
<b>Barrack section, Army Service Corps, transfers to .. .. .</b>	..	..	..	..	1767, 1768
<b>Barrack-serjeants</b>					
offences by, how dealt with .. .. .	..	..	..	..	440
supplies, responsibility for .. .. .	..	..	..	..	401
<b>Barrack-stores—</b>					
correspondence, regarding .. .. .	..	..	..	..	2077
games, furniture, &c., in recreation rooms, considered as .. .. .	..	..	..	..	1027
inventories .. .. .	..	..	..	..	313, 326
schedules of and requisitions for .. .. .	..	..	..	..	325
<b>Barrack Wardens, offences by, procedure .. .. .</b>	..	..	..	..	440
<b>Bathing, parades for and precautions for safety in .. .. .</b>	..	..	..	..	1109, 1110
<b>Batteries of Artillery, how designated and arranged .. .. .</b>	..	..	..	..	662
<b>Battery books, list of .. .. .</b>	..	..	..	..	2189
<b>Battery defaulter book, mode of keeping .. .. .</b>	..	..	..	..	2190, 2121
<b>Beards, when permitted .. .. .</b>	..	..	..	..	600
<b>Bedding—</b>					
airing of, in barracks .. .. .	..	..	..	..	327, 328, 333
damage to, in barracks .. .. .	..	..	..	..	318
homes .. .. .	..	..	..	..	863-866
inspection of, periodical .. .. .	..	..	..	..	304, 323
prisoners, when granted .. .. .	..	..	..	..	448
ship, on board, airing and stowage of .. .. .	..	..	..	..	1588, 1600
“ “ coast voyages .. .. .	..	..	..	..	1329
“ “ deficiencies on disembarkation .. .. .	..	..	..	..	1640
“ “ issue of .. .. .	..	..	..	..	1541, 1542, 1603
<b>Beds temporarily vacant in barracks .. .. .</b>	..	..	..	..	328
<b>Bedsteads, arrangement of, in barracks .. .. .</b>	..	..	..	..	327, 328, 333
<b>Belts—</b>					
officers, wearing of .. .. .	..	..	..	..	1971
wearing of, on furlough .. .. .	..	..	..	..	2020
<b>Benefit Societies in regiments, illegal .. .. .</b>	..	..	..	..	668
<b>Bermuda, period for embarkation for .. .. .</b>	..	..	..	..	1457
<b>Bibles, supply of to troops lost &amp;c. .. .. .</b>	..	..	..	..	1319-1320
<b>Billieing parties, always to precede main body .. .. .</b>	..	..	..	..	1375
<b>Billie—</b>					
care to be taken in assorting .. .. .	..	..	..	..	1876
detachments, payments for .. .. .	..	..	..	..	767, 1377
officers accompanying troops .. .. .	..	..	..	..	1376
<b>Bills, mess and wine, to be paid monthly .. .. .</b>	..	..	..	..	923
<b>Birth of children, certificate, when required, registration .. .. .</b>	..	..	..	..	2179-2182
important .. .. .	..	..	..	..	2179-2182
<b>Birthdays of Foreign Sovereigns, salutes on .. .. .</b>	..	..	..	..	87
<b>Blankets, supply of, to troops proceeding coastwise .. .. .</b>	..	..	..	..	1329
<b>Board. [See also Courts of Inquiry.]—</b>					
barrack damages .. .. .	..	..	..	..	319
books proposed for destruction .. .. .	..	..	..	..	2192, 2193
buildings, new, sites for .. .. .	..	..	..	..	356, 364, 366
difference to court of inquiry .. .. .	..	..	..	..	646
examination [See Examination.] .. .. .	..	..	..	..	1187-1190
fires, on cause of .. .. .	..	..	..	..	354

Boards—continued—							Para.
form of proceedings	..	..	..	..	..	..	540
hospitals	..	..	..	..	..	..	547
libraries, quarterly	..	..	..	..	..	..	1045
medals, loss of	..	..	..	..	..	..	2043-2049
medical. [See Medical.]							
president of	..	..	..	..	..	..	538
roster of duties, reckoning	..	..	..	..	..	..	242, 244
ships, deficiencies of stores	..	..	..	..	..	..	1646
"    messing or accommodation	..	..	..	..	..	..	1593
"    inspections of	..	..	..	..	..	..	1484-1489
Bombardiers, acting, R.A., proportion of	..	..	..	..	..	..	765
Bombres forbidden in barracks or near huts	..	..	..	..	..	..	246
Books—							
active service, on	..	..	..	..	..	..	2121
bands, to be kept by	..	..	..	..	..	..	978
battery	..	..	..	..	..	..	2189
casualty	..	..	..	..	..	..	2186
company	..	..	..	..	..	..	2189
court-martial, officers, N.O.O. and men	..	..	..	..	..	..	2158, 2159
defaulter, regimental	..	..	..	..	..	..	2150-2157
"    troop, company, or battery	..	..	..	..	..	..	2190, 2191
destruction of, boards on regimental and staff offices	..	..	..	..	..	..	2192, 2193
digest of services	..	..	..	..	..	..	2170-2173
equitation register	..	..	..	..	..	..	2183
handing over by G.O.C. on quitting station	..	..	..	..	..	..	2116
horses, description of	..	..	..	..	..	..	822, 825, 823
officers' list of	..	..	..	..	..	..	653
intelligence department, issued by, care of	..	..	..	..	..	..	2115
letter	..	..	..	..	..	..	2167, 2168
library. [See Libraries.]							
list of, to be kept by units	..	..	..	..	..	..	2119
"    "    "    officers, regimental and departmental	..	..	..	..	..	..	653
"    "    "    serjeants	..	..	..	..	..	..	766
meat inspection, guide to	..	..	..	..	..	..	701
naval regulations on board ship	..	..	..	..	..	..	1474
order	..	..	..	..	..	..	2122
quartermasters	..	..	..	..	..	..	2119
regimental	..	..	..	..	..	..	2120
"    defaulter	..	..	..	..	..	..	2150-2153
register of certificates of education	..	..	..	..	..	..	2186
register of marriages and baptisms	..	..	..	..	..	..	2175
religious	..	..	..	..	..	..	1219, 1220
return	..	..	..	..	..	..	2169
services of officers, records of	..	..	..	..	..	..	2124
"    "    regiment, digest of	..	..	..	..	..	..	2170-2173
"    "    soldiers, records of	..	..	..	..	..	..	2125
squadron, battery, or company	..	..	..	..	..	..	2189
"    "    "    defaulter	..	..	..	..	..	..	2190, 2191
supply of	..	..	..	..	..	..	2194
veterinary officers'	..	..	..	..	..	..	2120, 2187
Bosks—							
ankle, fitting of	..	..	..	..	..	..	2012
knee, worn by mounted officers	..	..	..	..	..	..	1970
Boundaries of camps, stations, &c.	..	..	..	..	..	..	666
Boys—							
abroad, sent to battalion, when	..	..	..	..	..	..	729
enlistment of	..	..	..	..	..	..	726
musicians, training for, clothing of	..	..	..	..	..	..	974
"    "    "    when allowed	..	..	..	..	..	..	729
religious instruction	..	..	..	..	..	..	1217
roll of, when struck off	..	..	..	..	..	..	729

## Index.

451

Boys—continued—	Para.
school, attendance at .. .. .	1220
tailors, training as.. .. .	811
trained for drums and bugle primarily .. .. .	728
transfer from one class to another .. .. .	727
<b>Branding horses</b> .. .. .	834
<b>Breaking-in of officer's horses in cavalry</b> .. .. .	103
<b>Breaking-up of a command, returns, &amp;c., required on</b> .. .. .	2117
<b>Breast harness, cavalry regiments..</b> .. .. .	927
<b>Brevet field officers—</b>	
duty in garrison, &c. .. .. .	251
uniform of .. .. .	1255
<b>Brigade-major—</b>	
duties and position of .. .. .	225, 1083
qualification for appointment of .. .. .	217
rank and precedence .. .. .	11
<b>Brigades, inspection reports of commanders of</b> .. .. .	148
<b>Brigadier-generals—</b>	
how to rank with each other .. .. .	3
uniform and appointments of temporary .. .. .	1976
<b>British Museum, historical regimental records in</b> .. .. .	2174
<b>Bugle calls, hours for..</b> .. .. .	232, 261
„ on board ship .. .. .	1260
sounds, &c., authorised books of.. .. .	78
<b>Bugles, supply of</b> .. .. .	277
<b>Buildings. [See also Barracks.]—</b>	
correspondence on .. .. .	2172
new, boards on .. .. .	346, 359, 365-367
protection of unoccupied .. .. .	331
<b>Bullock-trunk, pattern of, for officers</b> .. .. .	2106

## C.

<b>Cab</b> , conveyance of invalids by, from abroad .. .. .	1627
<b>Cabin accommodation</b> of officers in H.M. troop ships .. ..	1475
<b>Cadence</b> of music, uniformity to be observed in .. .. .	981
<b>Cadets</b> , to salute officers in uniform .. .. .	67
<b>Camp</b> , troops in, to turn out if a member of the Royal Family passes .. .. .	47
<b>Camp</b> , winter, during, troops not to go under canvas .. ..	164
<b>Campaigning bag</b> for officers .. .. .	2006
<b>Camp-colours</b> , dimensions of .. .. .	44
<b>Canteen</b> , officers .. .. .	2006, 2007
<b>Canteens</b> . [ <i>See also Institutes.</i> ]—	
civilians, use by.. .. .	1015
closing, hour for .. .. .	1010
detachments use those of other corps .. .. .	1006
funds paymaster or quartermaster not entrusted with .. ..	859
liquor supplied at.. .. .	1010
management of .. .. .	1005
nature and uses of .. .. .	1010
payment for purchases .. .. .	1014
report of board on, half yearly .. .. .	2007
rules for .. .. .	1004
visiting .. .. .	1002
weights and measures, inspection of .. .. .	1003
women dealing at.. .. .	1015
<b>Caps</b> or muskets taken from soldiers under restraint .. ..	469
<b>Captain</b> —	
after two years' service to qualify for field officer .. ..	646

	Para.
<b>Captain—continued—</b>	
duty of as brevet field officer .. .. .	251
monthly settlement of soldiers' accounts by .. .. .	687
responsibilities of, in command of company .. .. .	683
<b>Captain of the day—</b>	
duties in garrison .. .. .	256
on board ship .. .. .	1558
<b>Carts, ammunition small arms .. .. .</b>	2037
<b>Casting horses .. .. .</b>	834-841, 904
<b>Casualties—</b>	
abroad to be inserted in monthly state for dépôt .. .. .	1886
death of officers, reports on .. .. .	2101
in action, report on .. .. .	2107
reports of wounded on active service .. .. .	2099
returns of .. .. .	2038
soldiers on voyage home .. .. .	2095
special reports of extraordinary .. .. .	2096
<b>Casualty book, instructions for keeping .. .. .</b>	2166
<b>Caterer—</b>	
for officer's mess, N.C.O. acting as .. .. .	935, 936
for serjeants' mess .. .. .	994
<b>Cavalry. [See also Horses.]—</b>	
breast harness for .. .. .	927
disembarkation .. .. .	1690
dismounted men in regiments of .. .. .	661
dress of officers .. .. .	1932-1971, 2002-2006
embarkation, under orders for, procedure .. .. .	840, 904
embarkation and management on board ship .. .. .	1663
horses, inspection annual .. .. .	839
„ numbering of .. .. .	835, 849
„ parade of, weekly .. .. .	853
horses, remounts, exercise of .. .. .	847
household, royal, orders relating to .. .. .	12
Inspector-General, inspection by and duties of .. .. .	181, 190
military training .. .. .	1061-1063
officers, books of instruction for .. .. .	653
„ drill, when dismissed .. .. .	685
„ reports on, annual .. .. .	679
„ ride, weekly .. .. .	906
pioneers' classes .. .. .	1062, 1250-1253
precedence of .. .. .	1
salutes to guards by parties of .. .. .	71
standards and guidons of. [See Standards.]	
transport by railway .. .. .	1393-1402
squadrons, designation and subdivision of .. .. .	663
<b>Cavalry Depot. [See also Riding Establishment.]—</b>	
attestations sent to .. .. .	2129
transfers .. .. .	1767
<b>Cells, barrack, commitment to .. .. .</b>	586
<b>Cemeteries, memorials in .. .. .</b>	406
<b>Certificate—</b>	
accounts, monthly settlement of .. .. .	687
baggage, disembarkation from hired ships .. .. .	1640
baptism .. .. .	2178
birth .. .. .	2179
character, soldiers .. .. .	1823, 1829, 1838
C.O. on officers, declarations for promotion, &c. .. .. .	111
discharge .. .. .	1824, 1829
education of soldiers, examination for .. .. .	1222
„ „ register of .. .. .	2186



**Certificate—continued—**

	Para
educational, of N.C.O. for promotion .. ..	746, 747
"                    "                    examination .. ..	1322
exchange, accompanying application for .. ..	114
families of soldiers embarking, medical .. ..	1510
leave of absence .. .. ..	1920
marriage .. .. ..	2177
medical. [See <b>Medical Certificate.</b> ]	
messing on board ship .. .. ..	1476
N.C.O. for promotion, educational .. ..	746, 747
"                    "                    military subjects .. ..	1233, 1237
passage, widows and orphans from abroad .. ..	1651
promotion, exempting from examination for .. ..	1177
protecting .. .. ..	531, 532
release from militia by C.O. .. ..	562
reserve, parchment .. .. ..	1771, 1777, 1779
retirement by sale or to half-pay, claims .. ..	153
riding proficiency certificate .. .. ..	1201
riding-master, after instruction for .. ..	209
staff college, admission to .. .. ..	1146
veterinary for promotion of N.C.O. .. ..	768
veterinary officer on transfer of horses .. ..	888

**Ceylon**, period of year for embarkation to .. .. 1457

**Chapels**, monuments and memorials in .. .. 403-405

**Chapel-schools**, to be used only for church-service and school-

work .. .. .. 1226

**Chaplains—**

arrangement of work at stations .. ..	1310
assistance of G.O. and C.O. .. ..	1309
attendance at board on new church .. ..	356
charge, extent of .. .. ..	1311
communication with head of denomination .. ..	1310
confidential reports on .. .. ..	206, 2067
consecration of colours .. .. ..	40
instructions for guidance of, Church of England .. ..	1310
religious instruction in schools .. ..	1317
reports to be made by .. .. ..	1313
saluting of, by soldiers .. .. ..	1209
service abroad, period of .. .. ..	1312
visit sick in hospitals .. .. ..	1620
visiting families .. .. ..	1311

**Character—**

assessment of, on discharge or transfer to reserve .. ..	1828-1836
officers returning from abroad, reporting on .. ..	1925
"                    when publicly impugned .. ..	417
soldiers, certificate of .. .. ..	1828, 1829, 1835, 1840
soldiers' mode of recording on discharge or transfer to reserve .. ..	1828-1836
"                    rules for estimating and recording .. ..	465, 1831-1836

**Chargers.** [See **Horses.**]

**Charges—**

decision on by C.O. entered in reports .. ..	453
disposal of .. .. ..	453
disposal of, abroad, on the spot .. ..	506
"                    commanding officer, by .. ..	454
"                    emergency, in case of .. ..	454
"                    evidence insufficient .. ..	457
entry in guard or minor offences report .. ..	452
examination of .. .. ..	503
frauding, making away with, &c., public property .. ..	497-499

						Para.
<b>Charges—continued—</b>						
further, during trial	..	..	..	..	..	458
investigation, rules for	..	..	..	..	..	451, 452
liability of soldier to be ascertained	..	..	..	..	..	456
minor offences	..	..	..	..	..	452
"    omission in framing	..	..	..	..	..	503
opinion on, not to be expressed, when not disposed of	..	..	..	..	..	451, 502
remanded, to be brought forward daily	..	..	..	..	..	452
summarily disposed of, by C.O.	..	..	..	..	..	454
"    "    reported, when..	..	..	..	..	..	451, 444
<b>Charitable funds, under what conditions allowed</b>	..	..	..	..	..	668
<b>Children of Soldiers—</b>						
to be instructed in trades..	..	..	..	..	..	790
schools, attendance at	..	..	..	..	..	1223-1225
<b>Chimneys, sweeping barrack</b>	..	..	..	..	..	348
<b>China, period of embarkation for</b>	..	..	..	..	..	1457
<b>Cholera, attention to sanitary arrangements during</b>	..	..	..	..	..	339
<b>Churches—</b>						
erection of monuments and memorials in garrison	..	..	..	..	..	403-405
new, board on, presence of chaplain	..	..	..	..	..	356, 365
<b>Church of England, attending divine worship of</b>	..	..	..	..	..	1304
<b>Civil authorities—</b>						
deference to be paid to	..	..	..	..	..	413
general officers to keep up an intercourse with	..	..	..	..	..	139
<b>Civil court, head-dress, removal of..</b>	..	..	..	..	..	62
<b>Civil departments, officers of, not to assume military command</b>	..	..	..	..	..	7
<b>Civil employment—</b>						
discharge documents, qualifications entered on	..	..	..	..	..	1838
recommendations	..	..	..	..	..	1771, 1776, 1839
registry for, regulations	..	..	..	..	..	2188
<b>Civil Medical Practitioners, report of employment</b>	..	..	..	..	..	1715
<b>Civil Power, aid to—</b>						
ammunition, issue and return of	..	..	..	..	..	2029
commanding officer, responsibility	..	..	..	..	..	282
firing by files or sections	..	..	..	..	..	287
"    commands, how given	..	..	..	..	..	284, 289
"    precautions	..	..	..	..	..	285
instructions as to disposal of troops, &c.	..	..	..	..	..	273, 293
magistrate accompanies troops	..	..	..	..	..	276, 281
"    written application or telegram from	..	..	..	..	..	274
movement of troops	..	..	..	..	..	278
patrol to be armed	..	..	..	..	..	269
report of	..	..	..	..	..	273
<b>Civil Power—</b>						
conviction of N.C.O. by	..	..	..	..	..	470
entry of convictions by, in court martial sheets	..	..	..	..	..	2150
"    "    regimental defaulters' book	..	..	..	..	..	2160, 2161
<b>Civil Veterinary Surgeon, employment of</b>	..	..	..	..	..	804-897
<b>Civilians, riots between soldiers and, to be reported</b>	..	..	..	..	..	161
<b>Claims—</b>						
officers retiring, regimental or public against	..	..	..	..	..	153
soldiers, of, brought forward at inspection	..	..	..	..	..	187
"    forwarded through O.C. companies, &c.	..	..	..	..	..	2052
<b>Classes of Instruction. [See Schools and Classes of Instruction.]</b>						
<b>Classification—</b>						
of duties, for water	..	..	..	..	..	242
of men and horses in equitation register	..	..	..	..	..	2183
of soldiers, by trades	..	..	..	..	..	2180
(Q.B.)	..	..	..	..	..	218

# Index.

438

## Cleanliness—

amongst the men, officers to attend to .. .. .	Para. 683
decks on board ship .. .. .	1592, 1613
stables .. .. .	855

## Clergymen officiating—

certificates of numbers present for .. .. .	1313
duties .. .. .	1315
prohibition, report of .. .. .	1314
religious instruction in schools .. .. .	1317
unauthorised, sanction for .. .. .	1316

## Clothes not to be washed or ironed in sleeping-rooms .. .. .

336

## Clothing. [See also Dress.]—

description card .. .. .	1960
detachments, fitting of, for .. .. .	2010
lost by soldiers on desertion, procedure .. .. .	501A
master tailors not to sell .. .. .	809
plain, officers .. .. .	1966
„ warrant officers .. .. .	2009
provost prisons, for men when in .. .. .	635
requisition for .. .. .	2067
returns, reports .. .. .	2067
soldiers employed with glandered horses, destruction of .. .. .	823
uniformity of, C.O. responsible for .. .. .	2008

## Coast Battalion, R.E., exempt from certain garrison, &c., duties .. .. .

248

## Coffee Rooms .. .. .

1012

admission of friends to .. .. .	1017
detachments may use those of other corps .. .. .	1006
management of .. .. .	1005

## College, Staff. [See Staff College.]

## Colonels, duties of, in garrison .. .. .

249

## Colonial Governments—

employment of soldiers under .. .. .	629
local rank conferred by .. .. .	34

## Colonies—

combined, to be treated as single colony .. .. .	31
C.O. of troops, civil questions, report to governor .. .. .	32
„ „ precedence .. .. .	35
„ „ responsibility and duties .. .. .	23-29
governors, army act, informed of promulgation .. .. .	28
„ flags on board ship .. .. .	95
„ military authority defined .. .. .	22
„ parole, given by .. .. .	25
„ reports on civil questions sent to .. .. .	32
„ salutes, artillery, sanctioned by .. .. .	82
„ salutes, artillery, to .. .. .	78, 82
„ „ by guards, to .. .. .	64-68
„ „ sentries, to .. .. .	72
„ troops, power of distribution of .. .. .	23, 24
grants of money by, unauthorized, not to be received.. .. .	422
insurrections in .. .. .	23, 24
invasion, military command in case of .. .. .	29
precedence of military and naval commanders-in-chief .. .. .	31, 35
returns of troops to be furnished to governors .. .. .	27
salutes in, artillery .. .. .	89
soldiers employed under Colonial Government .. .. .	429
treasury chest, assistance from .. .. .	173-175
transfer of troops to other Colonies .. .. .	30

## Colours—

authority required for alteration in .. .. .	40
camp, dimensions of .. .. .	44
carrying of.. .. .	39

							Para.
<b>Colours—continued—</b>							
consecration of, procedure .. .. .	..	..	..	..	..	..	40
guards, when carried by .. .. .	..	..	..	..	..	..	41
requisitions for new .. .. .	..	..	..	..	..	..	43
rifle regiments do not carry colours .. .. .	..	..	..	..	..	..	39
saluting .. .. .	..	..	..	..	..	..	44
saluted with highest honours at all times .. .. .	..	..	..	..	..	..	42, 45
<b>Colour-serjeants, selection and duties of .. .. .</b>	..	..	..	..	..	..	700
<b>Command—</b>							
artillery batteries .. .. .	..	..	..	..	..	..	640
Colonies, in .. .. .	..	..	..	..	..	..	22-20
general rules—Royal Warrant .. .. .	..	..	..	..	..	..	3
how exercised by officer .. .. .	..	..	..	..	..	..	4, 5, 408
majors to be tested in tactical fitness for [App. VIII]	..	..	..	..	..	..	1194-1197
of land and sea forces respectively .. .. .	..	..	..	..	..	..	33
of other branches by regular and marine officers .. .. .	..	..	..	..	..	..	3
on board ship .. .. .	..	..	..	..	..	..	1551
temporary, powers .. .. .	..	..	..	..	..	..	675
warrant and N.C.O. .. .. .	..	..	..	..	..	..	37
"    "    "    mode of exercise .. .. .	..	..	..	..	..	..	409
<b>Commander-in-chief—</b>							
duties and responsibilities .. .. .	..	..	..	..	..	..	155
salutes to, artillery .. .. .	..	..	..	..	..	..	75
<b>Commanding officer—</b>							
artillery .. .. .	..	..	..	..	..	..	680
"    fortress, duties in .. .. .	..	..	..	..	..	..	231
"    special duties of.. .. .	..	..	..	..	..	..	230
"    Militia and Volunteer .. .. .	..	..	..	..	..	..	1849
awards of, entry in reports .. .. .	..	..	..	..	..	..	453
barrack equipment, acquaintance with .. .. .	..	..	..	..	..	..	325
certificate of solvency of mess on change of .. .. .	..	..	..	..	..	..	945, 946
civility and courtesy, to inculcate .. .. .	..	..	..	..	..	..	413
company, squadron, battery, duties, &c. .. .. .	..	..	..	..	..	..	683
conduct of officers to be reported by .. .. .	..	..	..	..	..	..	679
correspondence of one with another .. .. .	..	..	..	..	..	..	2084
court of inquiry may be assembled by .. .. .	..	..	..	..	..	..	537
court-martial on, rank of members .. .. .	..	..	..	..	..	..	513
crime, prevention of .. .. .	..	..	..	..	..	..	407
defined for purposes of discharge .. .. .	..	..	..	..	..	..	1906
"    "    "    transfer .. .. .	..	..	..	..	..	..	1762
definition of term in army act and rules of procedure .. .. .	..	..	..	..	..	..	425
detachment, powers of commanding officer .. .. .	..	..	..	..	..	..	426, 427
discretion of, as to hour of marching .. .. .	..	..	..	..	..	..	1084, 1373
disputes, to prevent .. .. .	..	..	..	..	..	..	620
duties and responsibility of .. .. .	..	..	..	..	..	..	699-680
engineers, fortress, duties in .. .. .	..	..	..	..	..	..	231
"    special duties of .. .. .	..	..	..	..	..	..	230
examining officers in professional subjects .. .. .	..	..	..	..	..	..	676
instruction of officers by .. .. .	..	..	..	..	..	..	677
money, public, responsible for .. .. .	..	..	..	..	..	..	683
offences that can be disposed of, by .. .. .	..	..	..	..	..	..	454
orders, duties in regard to promulgation .. .. .	..	..	..	..	..	..	654, 673
"    not to be issued by absent .. .. .	..	..	..	..	..	..	675
"    standing, not to be issued by temporary .. .. .	..	..	..	..	..	..	675
punishment by .. .. .	..	..	..	..	..	..	680
"    delegation of powers .. .. .	..	..	..	..	..	..	426
regimental district duties .. .. .	..	..	..	..	..	..	1845
reserve, first class, army .. .. .	..	..	..	..	..	..	1469
responsibility and duties of .. .. .	..	..	..	..	..	..	669
"    for mess management .. .. .	..	..	..	..	..	..	931
"    for public stores and supplies .. .. .	..	..	..	..	..	..	670, 672
(Q.A.) .. .. .	..	..	..	..	..	..	212

# Index.

440

						Para
<b>Commanding officer—continued—</b>						
responsibility for regimental funds	..	..	..	..	..	674, 675
„ for sending transfers to reserve	..	..	..	..	..	1778
„ for attendance at school of N.C.O.'s	..	..	..	..	..	1216
returns, list of, rendered by	..	..	..	..	..	2087
salutes by guards to	..	..	..	..	..	69
„ in garrison, camp or station	..	..	..	..	..	45, 49
temporary	..	..	..	..	..	674, 675
<b>Commissions, grant and resignation of</b>	..	..	..	..	..	110, 151-153
<b>Commitment—</b>						
of court-martial prisoners to prison, form of	..	..	..	..	..	584
„ medical certificate with	..	..	..	..	..	594
<b>Committee—</b>						
distinction between court of inquiry and	..	..	..	..	..	545
garrison library	..	..	..	..	..	1036
mess, band, &c., paymasters or quartermasters may not preside	..	..	..	..	..	
over	..	..	..	..	..	659
president of	..	..	..	..	..	539
proceedings, form of	..	..	..	..	..	546
regimental institutes	..	..	..	..	..	1007
<b>Companies—</b>						
designated by letters	..	..	..	..	..	682
division of, into squads	..	..	..	..	..	662
responsibility for	..	..	..	..	..	683
<b>Company books, list and charge of</b>	..	..	..	..	..	2149
<b>Company defaulter book, mode of keeping, &amp;c.</b>	..	..	..	..	..	2190, 2191
<b>Complaints—</b>						
of officers, how preferred	..	..	..	..	..	187, 438
on board ship	..	..	..	..	..	1597
of soldiers	..	..	..	..	..	197
<b>Compliments. [See also Salutes.]—</b>						
by guards, mounted over the Sovereign	..	..	..	..	..	66
„ to general officers and governors	..	..	..	..	..	67
„ to officers in uniform only	..	..	..	..	..	68
„ „ of other services	..	..	..	..	..	74
„ „ passing in rear or during relief	..	..	..	..	..	70
by regiments, &c., meeting on the march	..	..	..	..	..	54
by soldiers to officers	..	..	..	..	..	60
by troops to foreign officers	..	..	..	..	..	51
„ to Royal Family, in camp	..	..	..	..	..	47
<b>Concealment of disease</b>	..	..	..	..	..	430
<b>Conductors, Army Ordnance Corps—</b>						
corresponding rank in R.N.	..	..	..	..	..	34
eligible to take place of subaltern officers	..	..	..	..	..	743, 994
honorary members of serjeants' mess	..	..	..	..	..	743, 994
plain clothes, permitted to wear	..	..	..	..	..	2009
[See also Warrant Officers.]						
<b>Confidential documents—</b>						
G.O. to hand over to successors	..	..	..	..	..	2116
instructions as to custody of	..	..	..	..	..	2109, 2110, 2112
<b>Confidential letters, how to be marked</b>	..	..	..	..	..	2111
<b>Confidential reports—</b>						
adjutants, militia, yeomanry, volunteers	..	..	..	..	..	204
brigade, transmission of	..	..	..	..	..	186
cavalry officers, on	..	..	..	..	..	190
date of transmission	..	..	..	..	..	2087
departmental officers and corps, on, modes of rendering	..	..	..	..	..	207
depôts and recruiting	..	..	..	..	..	199, 200
detachments, sub-reports on	..	..	..	..	..	211
district, by G.O.C., annual	..	..	..	..	..	203
forms for	..	..	..	..	..	2087





<b>Corporal. [See Non-commissioned officer.]</b>	<b>Para.</b>
<b>Correspondence and Returns—</b>	
despatches.. .. .	2062-2067
engineer services .. .. .	2072
general instructions as to correspondence .. .. .	2068-2068
horses, numbers of, quoted .. .. .	825
inquiries regarding soldiers .. .. .	2108
instructions as to regimental returns .. .. .	2090-2098
mode of conducting official .. .. .	2074
non-official enclosures forbidden .. .. .	2086
opening, in absence of commanding officer .. .. .	2085
periodical reports and returns .. .. .	2087-2089
promotion, exchange, transfer, &c. .. .. .	115
publication of official, prohibited .. .. .	423, 2118
recruiting services.. .. .	2083
reports of casualties, &c... .. .	2099-2107
responsibility of officers commanding .. .. .	2081
secret, how to be transmitted .. .. .	2111
signature of letters .. .. .	2076
transmission .. .. .	2081-2083
" G.O.C. records opinion .. .. .	2081
unnecessary, G.O.C. to check .. .. .	2068
<b>Corresponding rank .. .. .</b>	<b>1-21, 33-36</b>
<b>Courts, civil, demeanour of soldiers in .. .. .</b>	<b>62</b>
<b>Courts of inquiry .. .. .</b>	<b>537-547</b>
absence, illegal, on .. .. .	542
" without leave, record of proceedings, &c. .. .. .	2164
assembly, composition, &c. .. .. .	537
departmental officers, attendance .. .. .	539 541
equipment, loss, injury, &c. .. .. .	539-541
hospitals, in .. .. .	547
injuries received, on .. .. .	543
president of .. .. .	538
" colonels .. .. .	249
prisoner of war, returned, on .. .. .	544
proceedings, form for .. .. .	546
roster of duties, reckoning .. .. .	212-214
<b>Courts-martial—</b>	
book .. .. .	2158-2164
change of venue .. .. .	505
charges, investigated before submission .. .. .	502
commanding officers, trial by .. .. .	513
convening of, at place other than where prisoner is serving .. .. .	505
convening of, form prescribed for .. .. .	512
defaulter book, entry of conviction in .. .. .	2150, 2152
description of, for different offences .. .. .	480, 486
detachments, C.O. power to convene .. .. .	426
district, convening authority for .. .. .	491
" sufficient in ordinary cases .. .. .	486
documents, copies used instead of originals .. .. .	516
" recovery of .. .. .	517
drunkenness .. .. .	473, 476
enlistment offences, previous character, &c. .. .. .	487
equipment, deficiencies .. .. .	497-501
escort for prisoners tried by .. .. .	515
exemption for exemplary service .. .. .	456
field general, rules for .. .. .	534
general, offences requiring .. .. .	486
" rank of president.. .. .	513
" transmission of proceedings .. .. .	527, 531
hours of sitting .. .. .	514

**Courts-martial—continued—**

Para.

inferiority of court does not invalidate proceedings .. ..	455
jurisdiction of, unrestricted .. ..	480
liability for, in respect of time .. ..	456
medical staff corps .. ..	493
members of, duty, attendance reckons as .. ..	244
" military law, to acquire knowledge of .. ..	507, 508
" numbers .. ..	511
" rank of .. ..	513
minor offences, omitted .. ..	503
missiles, prisoners deprived of .. ..	449
necessaries lost or made away with .. ..	498-501
N.C.O., absent from post without leave .. ..	494
" trial by, nature of court .. ..	411
offences, by soldiers under sentence of, to be tried at once .. ..	459
offences, necessity to try by .. ..	480
" punishable with death or penal servitude .. ..	483, 486
officers, examination in principles of .. ..	676
" in arrest cannot demand .. ..	438
" young, attendance for instruction .. ..	508
pay serjeant for deficiencies .. ..	490
prisoners, medical examination for, and charge of .. ..	515
" removal from prison for .. ..	598, 600
proceedings, disposal after promulgation .. ..	530, 2165
" promulgation of .. ..	528
" transmission of .. ..	527, 529
" " delay .. ..	531
property, government, lost or made away with .. ..	497-501
" stolen, restitution on conviction by .. ..	521
prosecutor, appointment .. ..	509
" duties .. ..	510
regimental, convening, authority for .. ..	492
" offences dealt with by .. ..	454, 486
returns, monthly, stations abroad .. ..	2088
sentences of .. ..	518
" abroad .. ..	522
" confirming officer, comments on .. ..	524, 525
" confirming officer, regulates .. ..	523
" cumulative .. ..	519
" of, liability to general service .. ..	532
" periods, reckoning of .. ..	520
" remission of .. ..	526
" under, further offence .. ..	459
stable guards and stablemen .. ..	495
stoppages .. ..	496-501
superior officer, definition of .. ..	482
" power of .. ..	481
theft, crime of .. ..	489
" " stoppages for .. ..	521
witnesses at .. ..	503

**Court-martial book—**

officers' .. ..	2158
soldiers' .. ..	2159
" convictions by civil power, entries .. ..	2160, 2161
" declaration of court of inquiry on absence .. ..	2164
" entries in .. ..	2159
" reserve men, convictions .. ..	2163
" transfers or non-effective .. ..	2162

**Cows** not to be kept within boundaries of barracks or hospitals .. 341**Credit**, crying down of, by C.O. .. .. 414**Cricket grounds**, charge of .. .. 322

## Index.

444

<b>Crime.</b> [ <i>See also Charges.</i> ]	Para.
defaulter-books, entries in .. .. .	2130
delivery of the "crime" .. .. .	431
prevention of by commanding officers .. .. .	407
theft, tried by court-martial .. .. .	459
<b>Custody, military—</b>	
N.C.O. not under sentence .. .. .	433, 439
officers .. .. .	433-439
soldiers not under sentence .. .. .	441, 445-448
<b>Customs duties at Bombay, returns of articles liable to, in</b>	
H.M. Indian troopships .. .. .	1514

## D.

<b>Damages, barrack.</b> [ <i>See Barrack damages.</i> ]	
garrison libraries .. .. .	1039-1042, 1055
<b>Death, offences punishable with, when dealt with summarily</b> ..	453
<b>Deaths—</b>	
attestations, disposal on .. .. .	2148, 2149
register of .. .. .	2181, 2182
report, action in .. .. .	2107
„ officers .. .. .	2101
„ soldiers .. .. .	2105
„ special .. .. .	2109
„ warrant officers .. .. .	2104
suicide .. .. .	2106
reported to Registrar-General .. .. .	2181, 2182
return, annual .. .. .	2187
„ soldiers on voyage home .. .. .	2195
ship, on board, disposal of property .. .. .	1594
station hospitals, at, reported immediately .. .. .	1715
<b>Debts—</b>	
of deserters .. .. .	689
of mess-men .. .. .	935
proclamation on arrival at a place .. .. .	414
<b>Decks—</b>	
cleaning and washing of .. .. .	1592, 1613
serjeants of troop-decks responsible for cleanliness of .. .. .	1575
<b>Declaration—</b>	
by court of inquiry on prisoners of war .. .. .	514
by officers applying for leave to return home .. .. .	1921
on promotion, exchange, or retirement.. .. .	111-113
<b>Decorations, of men, how worn</b> .. .. .	2023
<b>Defaulter sheets, regimental—</b>	
admonition of non-commissioned officers not entered.. .. .	464
altering record in .. .. .	471
comparison with guard reports and states .. .. .	2156
custody of .. .. .	2153
deserters' sheets, disposal of .. .. .	2154
discharged, sheets of men .. .. .	2155
dispensation of trial for desertion entered in .. .. .	576
drunkenness entered in .. .. .	2151
mode of entering crimes in .. .. .	2152
offences to be recorded in .. .. .	2152
sheets of, custody and disposal of .. .. .	2153
transfers .. .. .	2153
warrant rank, promotion to .. .. .	2157
<b>Defaulter book, squadron, troop, battery, or company—</b>	
mode of keeping .. .. .	2150
transfers or non-effective men .. .. .	2191

<b>Defence.</b> [ <i>See also Fortresses.</i> ]	—	Para.
schemes of, annual revision .. .. .	166-169, 2087	
<b>Defences, admission to</b> .. .. .	162	
<b>Departmental Corps—</b>		
confidential report on .. .. .	199, 200, 207	
continuance in service beyond 21 years..	1767	
precedence of .. .. .	1	
transfers to .. .. .	1767, 1768	
" re-transfer .. .. .	1767	
<b>Departmental Officers—</b>		
abroad, sick leave, limits of .. .. .	1924	
command, how exercised.. .. .	4	
confidential report on .. .. .	202, 207	
foreign languages, examination in .. .. .	1204	
honours at funerals of .. .. .	105	
salute from sentries .. .. .	74	
sick leave at home.. .. .	1918	
<b>Depôts—</b>		
Adjutant, militia and volunteers, duties	1850	
Adjutant of, acting .. .. .	1872, 1873	
arms and stores, charge of .. .. .	1846, 1800	
command of .. .. .	1846, 1848	
commanding officer, defined .. .. .	2130	
companies, lettering and posting to .. .. .	1871	
documents, accompanying men sent from abroad to	1850	
" sent with men to service companies	1887	
mess at, officer's .. .. .	962, 963	
N.C.O. general duties .. .. .	1850	
" promotion.. .. .	754, 762-764	
" tour of duty at .. .. .	1878	
" and men interchange with home battalions	1883	
" selection of .. .. .	1878	
" temporary appointment .. .. .	1881	
" vacancies, filling up .. .. .	1881, 1884	
officers, classes, garrison, schools, not to attend	1876	
" general duty, available for .. .. .	1850, 1870	
" relief of .. .. .	1877	
" reports in special cases .. .. .	1876	
" selection for .. .. .	1874	
" sent home to join on arrival .. .. .	1877	
" service, completion, report of .. .. .	1876	
" period of .. .. .	1875	
promotion of N.C.O. at .. .. .	754, 762-764	
quartermaster acting .. .. .	1891	
recruits trained at.. .. .	1070, 1071	
" militia .. .. .	1892	
" responsibility of O.C. .. .. .	1893	
reserve men, returns when included in .. .. .	1888	
returns of men sent home, shown on .. .. .	1884	
" reserve men (B & C.) included in .. .. .	1888	
" service companies sent to .. .. .	1887	
returns to, from service companies .. .. .	1886	
<b>Depôt, Cavalry, at Canterbury.</b> [ <i>See Cavalry depôt.</i> ]		
<b>Description card, soldier provided with..</b> .. .	1960	
<b>Deserters—</b>		
accounts of, when handed over to other corps	680	
attestation, on which to serve .. .. .	658	
attestations, disposal of .. .. .	2148, 2149	
clothing deficient, value of to be shown in the charge	494	
confession, copy of, preserved .. .. .	676	
" false .. .. .	650, 652, 671	

<b>Deserters—continued—</b>	<b>Para.</b>
confession, form of .. .. .	573
„ imprisonment after, pending inquiry .. .. .	447
court of inquiry on .. .. .	2164
defaulter sheets .. .. .	2154
definition of .. .. .	548
disposal of, abroad .. .. .	552
„ „ when not taken over into custody .. .. .	553
„ persons not serving, apprehended or surrender- ing as .. .. .	550
„ soldiers confessing or discovered .. .. .	554, 555
escorts for .. .. .	565-571
„ order for removal .. .. .	567, 568
identification of .. .. .	568-571
kits, court martial stoppages .. .. .	496
„ disposal of, when handed over to other corps .. .. .	549
necessaries to be provided for .. .. .	569
notification of disposal of .. .. .	561
property, how dealt with.. .. .	590
protecting certificate to unclaimed .. .. .	551, 552
reports, descriptive, duplicate to local authorities .. .. .	549
„ „ to “Police Gazette” .. .. .	548
„ special .. .. .	2099
returns, how accounted for .. .. .	2097
service forfeited .. .. .	1842
soldiers not returning from furlough to be dealt with as trial, dispensation from, application .. .. .	1947 572, 573
„ „ „ defaulter-book, entries in .. .. .	2150
„ „ „ order, form of.. .. .	574, 576
„ „ „ penalties incurred .. .. .	575
„ „ „ record of .. .. .	576
„ exemption earned by exemplary service .. .. .	556
„ Ireland .. .. .	578
„ Scotland .. .. .	577
<b>Despatches in the field</b> .. .. .	2062-2067
<b>Destruction—</b>	
official books and documents periodically .. .. .	2192, 2193
public property, garrison board on .. .. .	354
<b>Detachment—</b>	
abroad from, disembarkation, disposal of .. .. .	1652
„ „ „ invalids, conveyance .. .. .	1657
„ „ „ returns .. .. .	1651
„ „ documents of, sorting and custody .. .. .	1482, 1618
„ „ embarkation returns .. .. .	1434
„ „ officers in charge of .. .. .	1652
„ sent, returns, depôt, included in till embarkation .. .. .	2094
„ „ „ embarkation .. .. .	1494
armed, on the march, command of, &c. .. .. .	1375
arrival at station on temporary duty .. .. .	1377
billets for .. .. .	1377
canteen, grocery shop, or coffee-room for .. .. .	1046
cavalry, attended by farrier or shoeing smith .. .. .	1375
clothing, fitting of .. .. .	2011
command, association of under one .. .. .	427
commanding officer, powers of .. .. .	426, 427
disembarkation from abroad .. .. .	1618, 1650-1657
horses of, veterinary inspection .. .. .	880
libraries, contribution to .. .. .	1035, 1054
medical officer accompanies .. .. .	1333
mess, share of mess fund, &c. .. .. .	943
mounted corps, stowage of accoutrements on board ship .. .. .	1533, 1535

						Para.
<b>Detachment—continued—</b>						
N.C.O. duties with	..	..	..	..	..	767
reading-room for	..	..	..	..	..	1019
report, confidential, on officers of	..	..	..	..	..	211
<b>Details—</b>						
disposal of, on arrival from abroad	..	..	..	..	..	1652
returns relating to, required on disembarkation of	..	..	..	..	..	1651
<b>Detention—</b>						
confinement in, report on	..	..	..	..	..	432
exceeding forty-eight hours, if evidence insufficient, forbidden	..	..	..	..	..	431
hospital, in, due to offences	..	..	..	..	..	460
of officers at ports of embarkation	..	..	..	..	..	1467
" " attachment to other corps	..	..	..	..	..	1336
temporary, in police station, &c...	..	..	..	..	..	696
<b>Diaries, Staff—preparation of in the field [App. 111]</b>	..	..	..	..	..	156
<b>Diet—</b>						
field hospitals	..	..	..	..	..	1725
patients on admission to hospital	..	..	..	..	..	1706
<b>Signal of services of a regiment</b>	..	..	..	..	..	2170-2173
<b>Diplomatic authorities, salutes to</b>	..	..	..	..	..	74
<b>Directors of Public Companies, officers</b>	..	..	..	..	..	419
<b>Disallowances, G.O.C. may waive, in certain cases</b>	..	..	..	..	..	1634
<b>Discharge—</b>						
abroad, sent home for, attestations	..	..	..	..	..	1796
" " disposal of	..	..	..	..	..	1652
" " documents, nominal rolls	..	..	..	..	..	1650, 1796
" " list of	..	..	..	..	..	1796
" " medically unfit	..	..	..	..	..	1652
after 21 years' service towards pension	..	..	..	..	..	1805
" 18 years' service	..	..	..	..	..	1805
age for retirement, on reaching	..	..	..	..	..	1805
apprentice	..	..	..	..	..	1405
attestations, disposal of	..	..	..	..	..	2148, 2149
" of men sent home for	..	..	..	..	..	1796
authorities for carrying out	..	..	..	..	..	1405
benefit of service after 18 years' service	..	..	..	..	..	1405
certificates	..	..	..	..	..	1424, 1429
" character, mode of recording	..	..	..	..	..	1431-1439
" civil employment recommendation for	..	..	..	..	..	1439
" descriptions in, care in making	..	..	..	..	..	1437
" duplicates not to be given	..	..	..	..	..	1430
character, mode of recording	..	..	..	..	..	1431-1434
civil employment after, certificate of recommendation	..	..	..	..	..	1439
" " qualifications recorded in documents	..	..	..	..	..	1434
civil power, on construction by	..	..	..	..	..	1405
claim, e.g., after continuance beyond 21 years	..	..	..	..	..	1760, 1406
" within 3 months of attestation	..	..	..	..	..	1406
claims unsettled, procedure	..	..	..	..	..	1791
confirmation, date of, men entitled to passages	..	..	..	..	..	1424
continuance after 21 years, after	..	..	..	..	..	1758-1760
defaulter sheets	..	..	..	..	..	2155
defective intelligence, because of	..	..	..	..	..	1406
depts., documents of men sent from abroad to	..	..	..	..	..	1706
" nominal list of men sent from abroad to	..	..	..	..	..	1706
" list of time expired men at	..	..	..	..	..	1707
" returns of discharges at	..	..	..	..	..	1706
documents, abroad, men sent home	..	..	..	..	..	1650, 1706, 1425
" " disposal on landing	..	..	..	..	..	1651
" " sorting on board ships	..	..	..	..	..	1610
" descriptions in, care in making	..	..	..	..	..	1408
" descriptions on, care in making	..	..	..	..	..	1437



**Discharge—continued—**

	Para.
documents, disposal of .. .. .	1802
„ duplicates, not to be given .. .. .	1830
„ lunatics .. .. .	1829
„ missing, procedure .. .. .	1770, 1792
enlisted irregularly .. .. .	1805
false answer on attestation .. .. .	1805
free.. .. .	1803, 1805
„ application for .. .. .	1806
general instructions .. .. .	1769-1802
G.O.C. defined .. .. .	1804
hospital, subsistence in after .. .. .	1827
ignominy .. .. .	1805
incorrigible and worthless .. .. .	1805
India, C.-in-C. in, special powers of .. .. .	1805
inefficiency after 18 years' service .. .. .	1805
lists, abroad, men to be sent from .. .. .	1795
„ from Netley and discharge depôt, monthly .. .. .	1797
lunatics .. .. .	1815, 1819-1822
medically unfit for further service .. .. .	1805, 1812
„ „ „ „ lunatics .. .. .	1820-1822
„ „ „ „ Netley, sent to .. .. .	1819
„ „ on enlistment, &c. .. .. .	1805
„ „ „ „ certificate .. .. .	1828, 1829
misconduct .. .. .	1805
„ descriptive return to Police Gazette .. .. .	1801
mis-statement as to age on enlistment .. .. .	1805
Netley, invalids sent to, disposal of .. .. .	1652, 1814
„ „ „ „ from abroad, documents sent with .. .. .	1796
„ „ „ „ from abroad, list of .. .. .	1795
„ „ „ „ list of, and report of deaths .. .. .	1797
„ lunatics sent to .. .. .	1819
notification of soldiers of corps not in command of officer .. .. .	
authorizing .. .. .	1799
not likely to become an efficient soldier .. .. .	1805
O.C. defined .. .. .	1804
passages, men entitled to, abroad, procedure .. .. .	1824
„ „ purchasing, deposit for .. .. .	1807
penal servitude, sentenced to .. .. .	1805
pension advanced on .. .. .	1793
pensioners re-enlisted .. .. .	1805, 1828, 1829
proceedings on, character, mode of recording .. .. .	1831-1838
„ descriptions, care in making .. .. .	1837
„ disposal of .. .. .	1789, 1802
„ lunatics sent to Netley .. .. .	1819
„ preparation of .. .. .	1789, 1803, 1805
purchase .. .. .	1805
„ abroad, passage home, deposit for .. .. .	1807
„ applications, disposal of .. .. .	1806
„ date of .. .. .	1809
„ money, payment of .. .. .	1838, 1809
„ schoolmasters .. .. .	1810
„ within 3 months' service .. .. .	1805
recruit of defective intelligence .. .. .	1805
recruiter, recommendation for employ as, on .. .. .	1828, 1829
reduction to ranks .. .. .	1787, 1805
returns, Police Gazette, descriptive to .. .. .	1801
„ weekly by C.O.'s to G.O.C. .. .. .	1798
special instructions .. .. .	1803-1822
termination, first period of limited engagement .. .. .	1805
„ second period of limited engagement .. .. .	1805

<b>Discharge—continued—</b>	Para.
unfitted for duties of corps .. .. .	1808
West Indies, west coast of Africa .. .. .	1826
<b>Discipline—</b>	
arrest and military custody .. .. .	431-450
clerks and N.C.O.'s attached to Army Pay offices .. .. .	770
courts-martial .. .. .	490-536
courts of inquiry, committees, and boards .. .. .	537-547
desertion and offences against enlistment .. .. .	548-578
disposal of military convicts and military prisoners .. .. .	579-626
drunkenness .. .. .	472-479
garrison, in .. .. .	252-254
general instructions .. .. .	407-430
investigation of charges .. .. .	421-459
maintenance of .. .. .	156
" by officers .. .. .	408, 412
" by N.C.O. .. .. .	409
military prisons .. .. .	627
provost prisons .. .. .	628-652
ship, on board .. .. .	1551
summary and minor punishments .. .. .	460-471
<b>Discussions, conveying praise or censure of superiors forbidden</b>	418
<b>Disease—</b>	
infectious, report of employ of private practitioners .. .. .	1718
venereal, concealment of .. .. .	430
<b>Disembarkation. [See also Embarkation.]—</b>	
arrangements made by Q.-M.-G. .. .. .	1457
baggage, certificate .. .. .	1660
breakfast previous to, troops provided with .. .. .	1640
complaints of C.O. .. .. .	1597
detachments from abroad, disposal of .. .. .	1052
horses .. .. .	1690-1694
reports and procedure on arrival at port of .. .. .	1627, 1647, 1648
" from officers .. .. .	1925
returns .. .. .	1651
" detachments from abroad on .. .. .	1651
" hired ships .. .. .	1637
staff officer sent on board for .. .. .	1648
<b>Dismounted men, drill and equipment</b>	661
<b>Dismounting guard, rules for</b>	270
<b>District—</b>	
regimental, C.O., absence of .. .. .	1848
" " duties of .. .. .	1849
return, monthly .. .. .	2087
<b>District registrars, reports of births, deaths, and marriages for</b>	2161
<b>Drvine service—</b>	
bandsmen, attendance of .. .. .	1305
bibles or prayer books .. .. .	1319, 1320
certificates of attendance for officiating clergymen .. .. .	1312
chaplains .. .. .	1309-1312
civilian clergymen .. .. .	1313-1316
families of soldiers, attendance .. .. .	1306
field, troops in the .. .. .	1308
general instructions .. .. .	1302-1309
hospital .. .. .	1699
liberty of worship .. .. .	1304
regular performance of .. .. .	1302
religious instruction and religious books .. .. .	1317-1320
Roman Catholics, Presbyterians, &c. .. .. .	1309, 1306
seditious language at .. .. .	1307

# Index.

450

<b>Divine Service—continued—</b>							<b>Pars</b>
ship, on board .. .. .	..	..	..	..	..	..	1567
side arms worn at. . . . .	..	..	..	..	..	..	2015
[See also Chaplains.]							
<b>Dock dues, or services by dock servants</b> .. .. .	..	..	..	..	..	..	1470
<b>Documents—</b>							
abroad, men sent home from .. .. .	..	..	..	..	..	..	1618, 1650
confidential and secret, custody of .. .. .	..	..	..	..	..	..	2106-2112
courts-martial, copies used for .. .. .	..	..	..	..	..	..	816
"    lent to, recovery of .. .. .	..	..	..	..	..	..	817
dépôt, men sent to .. .. .	..	..	..	..	..	..	1650
destruction of .. .. .	..	..	..	..	..	..	2192, 2193
detachments on board ship, custody of .. .. .	..	..	..	..	..	..	1433
"    "    disembarkation, disposal .. .. .	..	..	..	..	..	..	1651
"    "    sorting and disposal of .. .. .	..	..	..	..	..	..	1618
discharge. [See Discharge.] .. .. .	..	..	..	..	..	..	1769, 1802, 1825
disposal of, on .. .. .	..	..	..	..	..	..	1769, 1802
G.O.C. transfer to successor .. .. .	..	..	..	..	..	..	2116
hospital, of men in .. .. .	..	..	..	..	..	..	1703
lanatics sent to Netley .. .. .	..	..	..	..	..	..	1819
names of soldiers in .. .. .	..	..	..	..	..	..	2146
official, access to and publication of .. .. .	..	..	..	..	..	..	2118
responsibility for accuracy .. .. .	..	..	..	..	..	..	2081
secret, custody of .. .. .	..	..	..	..	..	..	2109-2118
service companies, men sent to .. .. .	..	..	..	..	..	..	1967
transfer disposal on .. .. .	..	..	..	..	..	..	1769
<b>Dogs, conveyance of, in troop-ships or transport</b> .. .. .	..	..	..	..	..	..	1471
not to run loose in barracks or hospitals .. .. .	..	..	..	..	..	..	341
<b>Drafts. [See also Detachments.]—</b>							
inspection of, before embarkation .. .. .	..	..	..	..	..	..	1460, 1461
officers in charge, duties of .. .. .	..	..	..	..	..	..	1493
period of year for embarkation .. .. .	..	..	..	..	..	..	1457
returns, superintending staff officer .. .. .	..	..	..	..	..	..	1464
selection of, for service companies .. .. .	..	..	..	..	..	..	1455
<b>Drains—</b>							
cleaning, &c. .. .. .	..	..	..	..	..	..	339-340
quartermaster responsible for regular performance of sanitary duties .. .. .	..	..	..	..	..	..	340
<b>Dressing, first field. [See Field Dressing.]</b>							
<b>Dress and equipment of officers—</b>							
abroad, on leave from .. .. .	..	..	..	..	..	..	1968
"    "    head-dress .. .. .	..	..	..	..	..	..	1969
aide de camp to the Queen .. .. .	..	..	..	..	..	..	1977
Army Service Corps .. .. .	..	..	..	..	..	..	1907
arrest, dress of officers under .. .. .	..	..	..	..	..	..	435
Artillery .. .. .	..	..	..	..	..	..	1965-1966
Cavalry .. .. .	..	..	..	..	..	..	1962-1964
Engineers .. .. .	..	..	..	..	..	..	1967-1969
foreign countries .. .. .	..	..	..	..	..	..	1912
"    manœuvres .. .. .	..	..	..	..	..	..	1968
funerals, at .. .. .	..	..	..	..	..	..	1962
infantry .. .. .	..	..	..	..	..	..	1902-1906
general instructions .. .. .	..	..	..	..	..	..	1932-1933
Medical Service .. .. .	..	..	..	..	..	..	1946
mode of wearing certain articles .. .. .	..	..	..	..	..	..	1971
mounted duties .. .. .	..	..	..	..	..	..	1970
mourning .. .. .	..	..	..	..	..	..	1966
orders of, table .. .. .	..	..	..	..	..	..	2002-2003
Ordnance Department .. .. .	..	..	..	..	..	..	1999
patterns, deviation from, forbidden .. .. .	..	..	..	..	..	..	1933
Pay Department .. .. .	..	..	..	..	..	..	2000

**Dress and equipment of officers—continued—**

Para.

plain clothes, when allowed .. .. .	1966
regulations.. .. .	1961
special instructions .. .. .	1961-1971
staff .. .. .	1972-1981
Veterinary Department .. .. .	2001

**Dress and equipment of soldiers—**

arrest, in .. .. .	435
attention to, necessary .. .. .	665
commanding officer, responsible for .. .. .	2011-2014
detached duties, not under arms .. .. .	2019
detachment, fitting of .. .. .	2010
equipment.. .. .	2024-2027
off duty, out of barracks .. .. .	2019
on parade .. .. .	2017
sealed patterns .. .. .	2006
special instructions .. .. .	2008-2023

**Drill—**

furlough, men not dismissed drill, not granted .. .. .	1984
„ „ on return from .. .. .	1961
officers when to be dismissed from .. .. .	685
running .. .. .	1036

**Drill-order—**

of dress for officers .. .. .	1957, 2002
„ for men .. .. .	2023

**Drummers**, furnished according to roster.. .. . 258

**Drums—**

not to be beaten after tattoo .. .. .	254
practice of .. .. .	981
regulations for beating .. .. .	978, 981

**Drunkenness—**

absence, when to be considered equivalent to .. .. .	474
confinement of men in state of .. .. .	446
court-martial on, when to be resorted to .. .. .	473
defaulter-books, entry in .. .. .	2150, 2151
disposal of cases, mode of .. .. .	472, 473
finer for .. .. .	460, 477-479
no excuse for crime, but should be mentioned by prosecutor .. .. .	510
officers commanding companies, &c., award fines .. .. .	466
on duty, defined .. .. .	475
previous instances, reckoning of.. .. .	478
simple, mode of punishing .. .. .	478
„ not included in more serious charges .. .. .	476
testing men forbidden .. .. .	446

**Dues, dock, &c.** .. .. . 1470

**Duke of York's Royal Military School—**

pupil teacher, examination for .. .. .	1227-1228, 2067
return of soldiers received from .. .. .	2067

**Duties** [See also Appendix I]—

adjutant of the day in garrison.. .. .	258
Army Medical Staff and Royal Army Medical Corps .. .. .	234
„ Ordnance Department and Army Ordnance Corps .. .. .	235-237
„ Pay Department .. .. .	238-239
„ Service Corps .. .. .	233
„ Veterinary Department .. .. .	240
Artillery and Engineer duties .. .. .	229-232
„ commanding officers .. .. .	230, 231
barrack duties, allotment of quarters .. .. .	368-374
„ „ appropriation and equipment.. .. .	324-332



**Embarkation—continued—**

	Pars.
G.O.C. at ports of, superintendence and duties .. ..	1490
hired ships .. ..	1539
horses. [See Embarkation of Horses.] .. ..	630, 1666-1678
illness, slight, not to preclude .. ..	1461
India, cavalry artificers .. ..	930
.. drafts or, nominal rolls .. ..	1495
individual officers or men .. ..	1465-1468, 1633
inspection of hired ships before .. ..	1484-1486
.. .. .. notice to C.O. .. ..	1498, 1499, 1509, 1512
.. .. .. on .. ..	1487, 1488
.. of troops under orders for .. ..	1490
interval to elapse before sailing after .. ..	1491
medical inspection of troops before .. ..	1460, 1461
medicines and surgical instruments, supply of .. ..	1477
mounted troops .. ..	1662-1670
.. detained at port of .. ..	1467
.. in charge of drafts, duties .. ..	1486
.. report of departure abroad .. ..	1469
.. report themselves in uniform on .. ..	1532
.. wives and children .. ..	1515
periods of the year to various stations abroad .. ..	1467
prisoners .. ..	601-611
returns, Admiralty, to commander of ships .. ..	1493
.. army .. ..	1494
.. .. abroad, detachment from .. ..	1438
.. previous to .. ..	1463
returns for officer superintending, in duplicate .. ..	1464
rules for H.M. ships, published previous to .. ..	1459
selection of troops for .. ..	1458
soldiers' wives and children. [See Families.] .. ..	1516-1524
visitors excluded during .. ..	1491
wagons .. ..	1670

[See also Ships.]

**Embarkation of horses—**

boats, conveyance in .. ..	1673-1677
fittings of transports for .. ..	1663
inspection before .. ..	830
saddlery and harness, stowage of .. ..	1669
slings .. ..	1672-1674
stalls, arrangement and securing in .. ..	1671, 1674
swimming .. ..	1673
transports alongside .. ..	1669-1674
.. not alongside .. ..	1676, 1678
treatment of, previous to .. ..	1665
walking on board .. ..	1666, 1671, 1676

[See also Horses on board ship.]

**Encampments** .. .. 164-165**Engineering, School of Military, classes for** .. 1250-1254**Engineers—**

books, kept by officers of .. ..	659
clerks, removal from appointment .. ..	757
commanding officer, duties .. ..	830
companies and troops, designation and division of .. ..	662
correspondence on engineer services .. ..	3072
distribution, statement of, by D.A.G. .. ..	329
dress of officers .. ..	1987-1991
duties of officers .. ..	247, 248
fortresses, commanding officer's duties .. ..	231
garrison, duties of officers .. ..	242

(G.A.)

2 2



## Index.

454

### Engineers—continued—

Para.

inspection of .. .. .	195
inspector-general, duties .. .. .	195, 229, 231
training in military engineering, annual course ..	1067-1069
transfer to .. .. .	1762-1768
„ „ documents, disposal of .. .. .	1765
„ „ recruits, not finally approved .. .. .	1767
transport by railway .. .. .	1390

### Enlistment—

fraudulent, attestation, on which to serve .. .. .	558
„ confession of, preservation of .. .. .	576
„ „ form for .. .. .	573
„ discovery of, procedure .. .. .	554
„ disposal of various cases .. .. .	555
„ militiamen .. .. .	562, 564
„ notification of disposal of soldier .. .. .	561
„ penalties on dispensation from trial .. .. .	575
„ return of, nominal, half-yearly .. .. .	2087
„ stoppages for free kit .. .. .	496
„ transfer to former corps, after conviction .. .. .	560
„ trial, corps in which to take place.. .. .	559
„ „ dispensation from, application for .. .. .	572, 573
„ „ „ defaulter book, entry .. .. .	2150
„ „ „ order, form of .. .. .	574, 576
„ „ „ penalties incurred .. .. .	575
„ „ „ record of .. .. .	576
„ „ exemption from .. .. .	556
„ „ Ireland .. .. .	578
„ „ liability affected by lapse of time .. .. .	456
„ „ militiamen .. .. .	564
„ „ Scotland .. .. .	577
offences, confession of, treatment on .. .. .	447
„ trial for .. .. .	555
„ „ „ former offences .. .. .	487
regulations as to .. .. .	1742

### Enquiries. [See Inquiries.]

### Entertainments—

officers' mess, arrival or departure of regiments .. .. .	971
„ „ contributions .. .. .	967
„ „ contributions, exemptions from .. .. .	968
„ „ expenses, inspection of .. .. .	966
„ „ private friends .. .. .	969
„ „ proposal for, signatures to .. .. .	967
„ „ race meetings, luncheons.. .. .	970
„ „ sanction for .. .. .	966
regimental or garrison institutes .. .. .	1006
serjeants' mess .. .. .	994, 996

### Envoys, artillery salutes to .. .. . 78

### Epidemics, sanitary arrangements during .. .. . 339

### Equipment. [See also Dress and equipment.]—

cooking class, taken to .. .. .	1242
deficiencies, courts-martial on .. .. .	497-501
field, officers' .. .. .	2006-2007
loss, injury, &c., Court of Inquiry on .. .. .	539
School of Music, not taken to .. .. .	1266

### Equitation—

Canterbury, horses and saddlery .. .. .	910, 1278
„ reports .. .. .	909
„ riding-master, training for .. .. .	908, 1283
„ selection for training at .. .. .	907, 1282

							Para.
<b>Equitation—continued—</b>							
regimental course .. .. .	..	..	..	..	..	..	911
"    "    class roll .. .. .	..	..	..	..	..	..	2185
"    "    horses for .. .. .	..	..	..	..	..	..	903
"    "    officers' ride .. .. .	..	..	..	..	..	..	906
"    "    register .. .. .	..	..	..	..	..	..	2183, 2184
<b>Escorts—</b>							
ammunition supplied to .. .. .	..	..	..	..	..	..	2029
"    and gunpowder, for .. .. .	..	..	..	..	..	..	2036
deserters .. .. .	..	..	..	..	..	..	565-571
"    order for removal .. .. .	..	..	..	..	..	..	567, 626
discharged men, helpless or lunatic .. .. .	..	..	..	..	..	..	1822
prisoners, civil courts, expenses .. .. .	..	..	..	..	..	..	599
"    composition of.. .. .	..	..	..	..	..	..	618
"    court-martial, at .. .. .	..	..	..	..	..	..	515
"    from another corps .. .. .	..	..	..	..	..	..	623
"    handcuffing .. .. .	..	..	..	..	..	..	621
"    London, arrival at .. .. .	..	..	..	..	..	..	618, 1335
"    "    leave of absence to escort granted only by .. .. .	..	..	..	..	..	..	619
G.O.C. .. .. .	..	..	..	..	..	..	619, 1335
"    "    passing through .. .. .	..	..	..	..	..	..	622
"    release .. .. .	..	..	..	..	..	..	606
"    ship, on board.. .. .	..	..	..	..	..	..	620
<b>Escort-warders—</b>							
conveyance of prisoners in charge of .. .. .	..	..	..	..	..	..	620
<b>Examination—</b>							
adjutants of militia, yeomanry, volunteers .. .. .	..	..	..	..	..	..	135
army schools .. .. .	..	..	..	..	..	..	1207-1228
boards of examination .. .. .	..	..	..	..	..	..	1187-1193
farriers .. .. .	..	..	..	..	..	..	914
foreign languages and shorthand .. .. .	..	..	..	..	..	..	1193-1205
officers, periodically by C.O. .. .. .	..	..	..	..	..	..	676
pay department, for .. .. .	..	..	..	..	..	..	145-147
promotion of officers below the rank of major .. .. .	..	..	..	..	..	..	1172-1186
"    to lieutenant-colonel .. .. .	..	..	..	..	..	..	1194-1197
professional examination of non-commissioned officers .. .. .	..	..	..	..	..	..	1229-1238,
App. IX							
second lieutenants Royal Artillery to qualify for armament .. .. .	..	..	..	..	..	..	1171
Staff College, admission to and course at .. .. .	..	..	..	..	..	..	1143-1154
<b>Examination Boards—</b>							
farriers .. .. .	..	..	..	..	..	..	914
pay department .. .. .	..	..	..	..	..	..	145-147
promotion of N.C.O. .. .. .	..	..	..	..	..	..	1233
"    "    officers, composition, conduct, and reports of .. .. .	..	..	..	..	..	..	1187-1193
serjeant tailors, candidates for .. .. .	..	..	..	..	..	..	1297
Staff College .. .. .	..	..	..	..	..	..	1143-1154
tactical fitness of majors for command [App. VIII] .. .. .	..	..	..	..	..	..	1194-1197
<b>Exchange—</b>							
abroad, ordered .. .. .	..	..	..	..	..	..	124
after 8 years' service { artillery .. .. .	..	..	..	..	..	..	816-819
infantry .. .. .	..	..	..	..	..	..	816-819
applications for, between battalions, batteries, &c. .. .. .	..	..	..	..	..	..	116
"    "    "    corps .. .. .	..	..	..	..	..	..	114, 115
"    "    during leave of absence .. .. .	..	..	..	..	..	..	125
certificates required on .. .. .	..	..	..	..	..	..	114, 116
declarations on .. .. .	..	..	..	..	..	..	111, 116
disposal of officer on .. .. .	..	..	..	..	..	..	126
Gazette, notification in .. .. .	..	..	..	..	..	..	110
leave of absence, cancelled by .. .. .	..	..	..	..	..	..	1900

**Exchange—continued—**

Para.

leave of absence granted on .. .. .	127
lieutenant of Royal Artillery from garrison to field, or vice versa .. .. .	116
rules for exchange of officers .. .. .	116-127
<b>Extension—</b>	
of furloughs .. .. .	1944
of leave of absence .. .. .	1203
" from abroad .. .. .	1000
of service of soldiers .. .. .	1743-1746

**F.**

<b>False answer, on attestation</b> .. .. .	857
<b>Families of officers, embarkation of</b> .. .. .	1515
<b>Families of soldiers—</b>	
definition of .. .. .	1720
disembarkation, from abroad, disposal of .. .. .	1682
embarkation, arrival at port of, period for, and report of .. .. .	1517
" before the troops .. .. .	1521
" confinement, near .. .. .	1520
" medical inspection before .. .. .	1461, 1519
" numbers allowed .. .. .	1511
" passes for .. .. .	1520
" sent home for ill health .. .. .	1524
Hospitals for, administration and organisation, &c. .. .. .	1723
ill health, sent home for .. .. .	1524
invalids, of, .. .. .	1813
movements, instructions for .. .. .	1517
railway, movements by .. .. .	1392
return of, left at home .. .. .	1522
" sent home .. .. .	1522
School of Military Engineering, not taken to .. .. .	1244
*Fares by railway, reduced scale for officers .. .. .	1371, 1372
<b>Farrier-quartermaster-serjeant.</b> [See <b>Quartermaster-serjeant-farrier.</b> ]	
<b>Farriers—</b>	
class at veterinary school .. .. .	1295-1301
examination of men trained as .. .. .	914
for detachments of cavalry .. .. .	1376
selection of men for training .. .. .	913
<b>Farrier-serjeant.</b> .. .. .	913-921
<b>Fatigue duties—</b>	
baggage, loading and unloading, parties for .. .. .	1430, 1431
classification of, on roster .. .. .	242
duties classed as .. .. .	255
regulations as to [See also <b>Working Parties.</b> ] .. .. .	294-303
<b>Fatigue duties in barracks—</b>	
cleaning surface drains and flushing latrines .. .. .	335
sweeping parlours and removing snow .. .. .	343
<b>Fees, at riding classes, .. .. .</b>	1280
<b>Fences, of soldiers' gardens .. .. .</b>	1087
<b>Fencing, instruction in—</b>	
cavalry, officers and soldiers .. .. .	1104
" " " report of, half yearly .. .. .	2047
infantry, officers .. .. .	1103
instructors, N C O, classes .. .. .	1113, 1261, 1263
officers, necessary for .. .. .	694
<b>Field Artillery, inspection of</b> .. .. .	191, 193

	Para.
<b>Field-day order, of dress for officers</b> .. .. .	1954
<b>Field-dressing, first—</b>	
instruction in use of .. .. .	1732
" .. officers and soldiers provided with ..	1900
<b>Field hospitals</b> .. .. .	1724-1727
<b>Field-m Marshals—</b>	
dress on State occasions .. .. .	1972
honours to be paid by the troops to .. .. .	45
<b>Field officer of the day—</b>	
captain acting as .. .. .	256
duties of, in garrison .. .. .	255
lieutenant-colonels, exemption from .. .. .	250
<b>Field officers—</b>	
to supervise and assist juniors .. .. .	682
brevet when to be mounted .. .. .	251
proficiency of officers for .. .. .	686
salute by sentries, mode of .. .. .	71
<b>Field Service—</b>	
beards on .. .. .	660
beating of reveille and tattoo on .. .. .	252
books taken on .. .. .	2121
divine service on .. .. .	1304
embarkation of soldiers' wives forbidden on .. .. .	1516
working parties .. .. .	294
<b>Field Sketching, instruction in.</b> [See Reconnaissance.]	1135-1140
<b>Field training.</b> [See Training.]	
<b>Field works.</b> [See Military Engineering.]	
<b>Financial Secretary, War Office, duties of</b> .. .. .	App. I
<b>Fines for drunkenness</b> .. .. .	460, 477-479
<b>Fire—</b>	
alarm .. .. .	254
guards to turn out on alarm of .. .. .	265
in barracks, alarm of .. .. .	351
" boards on .. .. .	354
" insurance by soldiers of private property .. .. .	355
" precautions against .. .. .	345, 347
on board ship, duties of troops in case of .. .. .	1574
" " precautions against .. .. .	1571, 1560
" " sentries' duties .. .. .	1570-1573
<b>Fire-engines, practice with, in barracks</b> .. .. .	342-352
<b>Fire piquet, establishment of, in barracks..</b> .. .. .	344
<b>Fireworks in barracks forbidden</b> .. .. .	346
<b>Fives courts, care of..</b> .. .. .	322
<b>Fixtures—</b>	
alterations in barrack, not allowed .. .. .	330
inventories of, in barrack-rooms .. .. .	326
removal from barrack-rooms prohibited .. .. .	329
<b>Flag-stations, list of</b> .. .. .	76
<b>Flags—</b>	
blue ensign .. .. .	91, 92
G.O.C. on board ship and colonial governors .. .. .	92
Sovereign on board ship .. .. .	81
submarine mining service, &c. .. .. .	92
union jack .. .. .	91
<b>Floors—</b>	
of barrack-rooms, washing of .. .. .	335
of riding houses, repair of .. .. .	906
<b>Food, demands, &amp;c., for, to be signed by responsible officer</b> .. .. .	2077

	Para.
<b>Foot Guards—</b>	
brigade of, special rules for (see Appendix II)	
compliments, special, paid by .. .. .	75
precedence of .. .. .	1
transfer to .. .. .	1762, 1767
„ „ modifications of service on .. .. .	1766
„ „ recruit not finally approved .. .. .	1767
<b>Forage—</b>	
barrack serjeants, &c., not responsible for .. .. .	401
commanding officer's duties .. .. .	670, 672, 898
complaints regarding .. .. .	900
contract, supplied by .. .. .	898
demands, &c., for, to whom made .. .. .	2077
inspection of daily issue .. .. .	900
issue and receipt of, hours for, &c. .. .. .	900
keys of stores, custody .. .. .	901
quartermaster, responsibility for .. .. .	656
reserve stock of .. .. .	899
sentries, orders for .. .. .	901
supply of, by contract .. .. .	898
<b>Forage-cap</b> .. .. .	2011
<b>Foreign courts, presentation of officers at</b> .. .. .	1911
<b>Foreign languages, examination of officers in</b> .. .. .	1198-1203
<b>Foreign manoeuvres, attendance in uniform at</b> .. .. .	1912, 1968
<b>Foreign medals and orders—</b>	
authority for wearing .. .. .	2060
loss of .. .. .	2061
mode of wearing .. .. .	1961
<b>Foreign National Festivals, salutes on</b> .. .. .	87
<b>Foreign Officers, salutes to</b> .. .. .	51
<b>Foreign Sovereigns, honours to</b> .. .. .	45, 87
<b>Foreman of works, military, removal from appointment</b> .. .. .	757
<b>Forfeited service</b> .. .. .	1843
restoration of .. .. .	1843, 1845
<b>Forfeitures, consequent on dispensation of trial for desertion or</b>	
fraudulent enlistment .. .. .	574, 575
<b>Forms—</b>	
periodical returns .. .. .	2087
prisons, orders .. .. .	625, 626
<b>Forms, Army, supply of</b> .. .. .	2194
<b>Fortresses—</b>	
admissions to, regulations for. [App. V] .. .. .	162
details of, not to be copied by officers field sketching .. .. .	1135, 1140
garrison, instruction of .. .. .	231
infantry, instruction in gun exercises .. .. .	231
naval advice on projects for seaward defences .. .. .	167
O.O.R.A. and R.E., duties .. .. .	231
schemes of defence .. .. .	166-168
„ „ confidential revision .. .. .	2087
<b>Frost Nails. [See Shoeing.]</b>	
<b>Funds—</b>	
band .. .. .	975, 982
charitable, when allowed .. .. .	668
company, battery, responsibility for .. .. .	683
regimental institutes .. .. .	1021-1024, 1034, 1035
„ management of by C.O. .. .. .	674, 675
„ paymaster or quartermaster not entrusted with .. .. .	659
workshops .. .. .	802, 803
<b>Funerals—</b>	
attendance at .. .. .	98, 101, 106
civil functionaries, salutes at .. .. .	107





	Para.
<b>Foot Guards—</b>	
brigade of, special rules for (see Appendix II)	
compliments, special, paid by .. .. .	75
precedence of .. .. .	1
transfer to .. .. .	1762, 1767
"    " modifications of service on .. .. .	1768
"    " recruit not finally approved .. .. .	1767
<b>Forage—</b>	
barrack serjeants, &c., not responsible for .. .. .	601
commanding officer's duties .. .. .	670, 672, 699
complaints regarding .. .. .	901
contract, supplied by .. .. .	499
demands &c., for to whom made .. .. .	507
inspection of daily issue .. .. .	900
issue and receipt of, hours for, &c. .. .. .	900
keys of stores, custody .. .. .	101
quartermaster, responsibility for .. .. .	636
reserve stock of .. .. .	902
sentries orders for .. .. .	901
supply of, by contract .. .. .	698
<b>Forage-cap .. .. .</b>	2011
<b>Foreign courts, presentation of officers at .. .. .</b>	1911
<b>Foreign languages examination of officers in .. .. .</b>	1198-1203
<b>Foreign manœuvres, attendance in uniform at .. .. .</b>	1912, 1908
<b>Foreign medals and orders—</b>	
authority for wearing .. .. .	2089
loss of .. .. .	2051
mode of wearing .. .. .	1961
<b>Foreign National Festivals, salutes on .. .. .</b>	57
<b>Foreign Officers, salutes to .. .. .</b>	51
<b>Foreign Sovereigns, honours to .. .. .</b>	46, 57
<b>Foreman of works, military, removal from appointment .. .. .</b>	757
<b>Forfeited service .. .. .</b>	1843
restoration of .. .. .	1843, 1845
<b>Forfeitures, consequent on dispensation of trial for desertion or</b>	
fraudulent enlistment .. .. .	574, 575
<b>Forms—</b>	
periodical returns .. .. .	2057
prisons, orders .. .. .	625, 626
<b>Forms, Army, supply of .. .. .</b>	3124
<b>Fortresses—</b>	
admissions to, regulations for. [App. V] .. .. .	163
details of, not to be copied by officers field sketching .. .. .	1135, 1140
garrison, instruction of .. .. .	231
infantry, instruction in gun exercises .. .. .	231
naval advice on projects for seaward defences .. .. .	167
O C R.A. and R E., duties .. .. .	231
schemes of defence .. .. .	168-168
"    " confidential revision .. .. .	2057
<b>Front Nails. [See Shoeing.]</b>	
<b>Funds—</b>	
band .. .. .	975, 972
charitable, when allowed .. .. .	685
company, battery, responsibility for .. .. .	683
regimental institutes .. .. .	1021-1024, 1024, 1026
"    management of by O.O. .. .. .	674 675
"    paymaster or quartermaster not entrusted with .. .. .	619
workshops .. .. .	802, 803
<b>Funerals—</b>	
attendance at .. .. .	98, 101, 106
civil functionaries, salutes at .. .. .	107



<b>Garrison—continued—</b>	<b>Para.</b>
libraries and librarian. [ <i>See Libraries.</i> ]	
schools .. .. .	1207
staff for, regimental .. .. .	258
time, how regulated in .. .. .	252
<b>Garrison instruction.</b> [ <i>See Practical instruction.</i> ]	
<b>Gas in barracks—</b>	
escape of .. .. .	353
fittings not to be altered .. .. .	330
prevention of waste .. .. .	399, 400
return of consumption, yearly .. .. .	400, 2087
turning off .. .. .	303, 346, 347, 353
<b>Gauntlets, when worn by cavalry .. .. .</b>	<b>1983</b>
<b>Gazette, London—</b>	
appointments, promotions, &c., notified in .. .. .	110
G.O.C. forwarded to .. .. .	110
officers not to quit regiments until names appear .. .. .	151
staff appointments notified in .. .. .	220
<b>General officers—</b>	
colonels of regiments, dress .. .. .	1973
correspondence forwarded through .. .. .	2063
„ local adjustment of questions .. .. .	2081
„ record their opinions on .. .. .	2081
„ transmission of by .. .. .	2081
„ when in the field .. .. .	2062
defined for purposes of discharge .. .. .	1804
duties and responsibilities of .. .. .	156-163, 179-189, 203-214
examination boards .. .. .	1187
inspections by .. .. .	179-189
magistrates, intercourse with to be maintained by .. .. .	159
quarters, not to change without permission .. .. .	156
report, district, annual, by .. .. .	202
reports, personal, on arrival home .. .. .	1929
returns, list of, rendered by .. .. .	2087
„ rendered on breaking up of command .. .. .	2117
„ unnecessary, and correspondence, G.O.C.'s will suppress any tendency on part of subordinates .. .. .	2063
salutes by guards and parties .. .. .	67
„ troops .. .. .	45
staff of, change of .. .. .	221
„ competency of .. .. .	157
successor, transfer of documents to .. .. .	2116
<b>General orders, copies of, abroad, to be furnished monthly .. .. .</b>	<b>2057</b>
<b>General salute by different arms of the service .. .. .</b>	<b>45</b>
<b>General staff.</b> [ <i>See Staff.</i> ]	
<b>Glanders—</b>	
destruction of clothing and appointments in cases of .. .. .	892, 892
horses suspected of .. .. .	891
measures to prevent spread of .. .. .	892
<b>Gloves, officers' .. .. .</b>	<b>1971, 1982</b>
<b>Gold Stick, duties of .. .. .</b>	<b>12</b>
<b>Good-Conduct Pay, reckoning former service towards .. .. .</b>	<b>1545</b>
<b>Governors of colonies—</b>	
flags on board ship .. .. .	92
honours to be paid to .. .. .	48
military authority .. .. .	22
parole .. .. .	25
power of distributing troops .. .. .	23, 24
receipt of Army Act, informed of .. .. .	22
reports on civil questions sent to .. .. .	32
returns to be furnished to .. .. .	27

<b>Governors of colonies—continued</b>	Para.
salutes, artillery, sanctioned by .. .. .	89
"    "    to .. .. .	78, 82
"    by guards, to .. .. .	67, 68
sentries over, salutes .. .. .	74
staff, personal change of .. .. .	219
<b>Governors of Military Prisons, appointment of</b>	148
<b>Grade—</b>	
permanent, N.C.O. .. .. .	745
"    "    reversion to .. .. .	750, 758
<b>Gratuity—</b>	
medals with .. .. .	2056
retirement with, claims, settlement of .. .. .	153
<b>Great-coats—</b>	
furlough, when taken on.. .. .	2014
wearing of, men .. .. .	2016
"    "    officers .. .. .	1971
<b>Groceries, supply of, by contract .. .. .</b>	698
<b>Grocery shop. [See also Institutes.] .. .. .</b>	1011
"    "    detachments .. .. .	1006
<b>Guard reports .. .. .</b>	284
defaulters' book, compared with periodically .. .. .	2106
entries of awards in .. .. .	453
entries of prisoners' offences, name, &c., in .. .. .	431, 452
<b>Guard-room cells, definition of term .. .. .</b>	441
<b>Guards—</b>	
advanced, on the march .. .. .	1091
alarm of fire, &c., to turn out .. .. .	265
ammunition for .. .. .	2029, 2031
classification for roster of duty .. .. .	243
coffee, hot, for .. .. .	268
colours, salutes to .. .. .	41
"    when to carry .. .. .	63
commanders of, duties .. .. .	260-263
"    "    prisoners .. .. .	431
"    report .. .. .	268
"    rounds by night and day .. .. .	261, 263
"    stores and furniture, charge of .. .. .	272
dismounting, procedure .. .. .	270
duty, mode of reckoning .. .. .	245
extra, punishment for minor offences .. .. .	460
field officer, visit and report .. .. .	255
hospitals, for .. .. .	1898
inspection of, at reveille, retreat, and tattoo .. .. .	264
"    before going on duty .. .. .	259, 260
"    on dismounting .. .. .	270
mounting, hour for .. .. .	269
officers, young, to be placed as supernumeraries on .. .. .	271
quitting posts forbidden .. .. .	263
rear, on the march .. .. .	1093
relief .. .. .	268
"    inspection before .. .. .	260
rounds .. .. .	261, 262
salutes, armed corps .. .. .	71
"    colours .. .. .	42, 46
"    commanding officers .. .. .	60
"    general officers in uniform .. .. .	67
"    governors .. .. .	66, 67
"    officers not entitled .. .. .	69
"    "    of other branches or services .. .. .	74
"    rear of, officers passing in .. .. .	70

## H.

<b>Hair, rules regarding growth of</b>	..	..	..	..	..	<b>660</b>
<b>Half-pay—</b>						
restoration to full pay, declaration on	..	..	..	..		<b>111-113</b>
"        "        leave on	..	..	..	..	..	<b>120</b>
retirement on, notification of residence		..	.	..		<b>154</b>
"        "        retention till gazetted	..	..	..	..	..	<b>151</b>

<b>Half-pay—continued—</b>	Para.
retirement on, temporary .. .. .	150
"    "    with a view to surrender claims ..	133, 134, 153
<b>Hammocks, on board ship—</b>	
horses, for .. .. .	1679
issue of, and tally for .. .. .	1539, 1542, 1602
troops to be instructed in method of slinging, &c. ..	1539
<b>Harness—</b>	
breast, for Cavalry .. .. .	927
ship, on board, stowage .. .. .	1667, 1669
<b>Harvest, soldiers permitted to assist at .. .. .</b>	160
<b>Haversack, when and how to be worn .. .. .</b>	1971, 2023
<b>Head-dress—</b>	
civil courts, removal in .. .. .	62
of officers on leave from abroad.. .. .	1969
<b>Headquarters, returns, &amp;c., to be sent direct to ..</b>	2087
<b>Hibernian Military School—</b>	
pupil teacher, examination for .. .. .	1227, 1228
return of soldiers received from.. .. .	2087
<b>Hired ships. [See Ships, Hired.]</b>	
<b>Historical Records, regimental, preserved in British Museum</b>	2174
<b>History of corps, digest of .. .. .</b>	2170-2173
<b>Hong Kong Regiment, G.O.C. to decide all transfers from ..</b>	1767
<b>Honours and salutes. [See also Salutes.]—</b>	
acting appointments .. .. .	49, 50
camp, member of Royal Family passing .. .. .	47
colonial governors.. .. .	48
C.O. of garrisons and camps .. .. .	45
field-m Marshals .. .. .	45
foreign officers .. .. .	51
"    Sovereigns, Presidents of Republican States, and	
Royal Families .. .. .	45
funerals .. .. .	100-108
General officers .. .. .	45
to the Sovereign, Royal Family, and Viceroy.. ..	45, 46
<b>Honorary rank. [See Rank.]</b>	
<b>Horse Artillery. [See also Artillery.]—</b>	
inspection of .. .. .	192
precedence of .. .. .	1
<b>Horse furniture, table of, for officers .. .. .</b>	2003
<b>Horse Guards, command of .. .. .</b>	13, 14
<b>Horse infirmary, inspection of, attendance of veterinary officer</b>	318
<b>Horse infirmary orderlies .. .. .</b>	336
<b>Horses</b>	
burial of carcasses.. .. .	846
care of, general instructions .. .. .	847-856
casting .. .. .	834-841
disembarkation .. .. .	1627, 1647, 1690-1694
disposal of dead and disabled .. .. .	842-846
embarkation .. .. .	833, 1662-1678
employment of civil veterinary practitioners ..	894-897
entraining and detraining, artillery .. .. .	1393, 1421
"    "    cavalry .. .. .	1393-1402, 1419
equitation .. .. .	906-911
feeding, railway journeys .. .. .	1413
"    stables .. .. .	860, 870
for use of officers at manœuvres .. .. .	857
forage and feeding .. .. .	899-902
"    division of.. .. .	860
furlough, charge of, during .. .. .	1961
glandered, clothing of soldiers, employed with, destroyed ..	833
"    measures taken .. .. .	891, 892



**Index. 462**

<b>Guards—continued—</b>	<b>Para.</b>
--------------------------	--------------

<b>Hair, rules regarding growth of</b>	..	..	..	..	660
<b>Half-pay—</b>					
restoration to full pay, declaration on	..	..	..	111-113	
"        "        leave on	..	..	..	120	
retirement on, notification of residence	..	.	..	154	
"        "        retention till gazetted	..	..	..	151	

<b>Hair, rules regarding growth of</b>	..	..	..	..	..	<b>660</b>
--	----	----	----	----	----	------------

Half, rules regarding growth of	..	..	..	..	660
Half-pay—					
restoration to full pay, declaration on	..	..	..	111-113	
"    "    leave on	..	..	..	120	
retirement on, notification of residence	..	.	..	154	
"    "    retention till gazetted	..	..	..	151	

<b>Half-pay—continued—</b>	Para.
retirement on, temporary .. .. .	150
"    "    with a view to surrender claims ..	133, 134, 153
<b>Hammocks, on board ship—</b>	
horses, for .. .. .	1679
issue of, and tally for .. .. .	1539, 1542, 1602
troops to be instructed in method of slinging, &c. ..	1539
<b>Harness—</b>	
breast, for Cavalry .. .. .	927
ship, on board, stowage .. .. .	1667, 1669
<b>Harvest, soldiers permitted to assist at .. .. .</b>	160
<b>Haversack, when and how to be worn .. .. .</b>	1971, 2023
<b>Head-dress—</b>	
civil courts, removal in .. .. .	62
of officers on leave from abroad.. .. .	1969
<b>Headquarters, returns, &amp;c., to be sent direct to ..</b>	2087
<b>Hibernian Military School—</b>	
pupil teacher, examination for .. .. .	1227, 1228
return of soldiers received from.. .. .	2087
<b>Hired ships. [See Ships, Hired.]</b>	
<b>Historical Records, regimental, preserved in British Museum</b>	2174
<b>History of corps, digest of .. .. .</b>	2170-2173
<b>Hong Kong Regiment, G.O.C. to decide all transfers from ..</b>	1767
<b>Honours and salutes. [See also Salutes.]—</b>	
acting appointments .. .. .	49, 50
camp, member of Royal Family passing .. .. .	47
colonial governors.. .. .	48
C.O. of garrisons and camps .. .. .	45
field-m Marshals .. .. .	45
foreign officers .. .. .	51
" Sovereigns, Presidents of Republican States, and	
Royal Families .. .. .	45
funerals .. .. .	100-108
General officers .. .. .	45
to the Sovereign, Royal Family, and Viceroy.. ..	45, 46
<b>Honorary rank. [See Rank.]</b>	
<b>Horse Artillery. [See also Artillery.]—</b>	
inspection of .. .. .	192
precedence of .. .. .	1
<b>Horse furniture, table of, for officers .. .. .</b>	2003
<b>Horse Guards, command of .. .. .</b>	13, 14
<b>Horse infirmary, inspection of, attendance of veterinary officer</b>	318
<b>Horse infirmary orderlies .. .. .</b>	886
<b>Horses—</b>	
burial of carcasses.. .. .	846
care of, general instructions .. .. .	847-856
casting .. .. .	834-841
disembarkation .. .. .	1637, 1647, 1690-1694
disposal of dead and disabled .. .. .	842-846
embarkation .. .. .	833, 1662-1678
employment of civil veterinary practitioners ..	894-897
entraining and detraining, artillery .. .. .	1393, 1421
"    "    cavalry .. .. .	1393-1402, 1419
equitation .. .. .	905-911
feeding, railway journeys .. .. .	1413
"    stables .. .. .	860, 870
for use of officers at manœuvres .. .. .	857
forage and feeding .. .. .	899-902
"    division of .. .. .	860
furlough, charge of, during .. .. .	1961
glandered, clothing of soldiers, employed with, destroyed ..	823
"    measures taken .. .. .	821, 822

**H.**

<b>Hair, rules regarding growth of</b>	..	..	..	..	660
<b>Half-pay—</b>					
restoration to full pay, declaration on	..	..	..	111-113	
"        "        leave on	..	..	..	120	
retirement on, notification of residence	..	.	..	154	
"        "        retention till gazetted	..	..	..	151	

						Para.
<b>Half-pay—continued—</b>						
retirement on, temporary	..	..	..	..	..	150
" " with a view to surrender claims	..	..	..	..	..	133, 134, 153
<b>Hammocks, on board ship—</b>						
horses, for	..	..	..	..	..	1679
issue of, and tally for	..	..	..	..	..	1539, 1542, 1602
troops to be instructed in method of slinging, &c.	..	..	..	..	..	1539
<b>Harness—</b>						
breast, for Cavalry	..	..	..	..	..	927
ship, on board, stowage	..	..	..	..	..	1667, 1669
Harvest, soldiers permitted to assist at	..	..	..	..	..	160
Haversack, when and how to be worn	..	..	..	..	..	1971, 2023
<b>Head-dress—</b>						
civil courts, removal in	..	..	..	..	..	62
of officers on leave from abroad..	..	..	..	..	..	1969
Headquarters, returns, &c., to be sent direct to	..	..	..	..	..	2087
<b>Hibernian Military School—</b>						
pupil teacher, examination for	..	..	..	..	..	1227, 1228
return of soldiers received from..	..	..	..	..	..	2087
<b>Hired ships. [See Ships, Hired.]</b>						
Historical Records, regimental, preserved in British Museum	..	..	..	..	..	2174
History of corps, digest of	..	..	..	..	..	2170-2173
Hong Kong Regiment, G.O.C. to decide all transfers from	..	..	..	..	..	1767
<b>Honours and salutes. [See also Salutes.]—</b>						
acting appointments	..	..	..	..	..	49, 50
camp, member of Royal Family passing	..	..	..	..	..	47
colonial governors..	..	..	..	..	..	48
C.O. of garrisons and camps	..	..	..	..	..	45
field-m Marshals	..	..	..	..	..	45
foreign officers	..	..	..	..	..	51
" Sovereigns, Presidents of Republican States, and	..	..	..	..	..	45
Royal Families	..	..	..	..	..	45
funerals	..	..	..	..	..	100-108
General officers	..	..	..	..	..	45
to the Sovereign, Royal Family, and Viceroy..	..	..	..	..	..	45, 46
<b>Honorary rank. [See Rank.]</b>						
<b>Horse Artillery. [See also Artillery.]—</b>						
inspection of	..	..	..	..	..	192
precedence of	..	..	..	..	..	1
Horse furniture, table of, for officers	..	..	..	..	..	2003
Horse Guards, command of	..	..	..	..	..	13, 14
Horse infirmary, inspection of, attendance of veterinary officer	..	..	..	..	..	318
Horse infirmary orderlies	..	..	..	..	..	336
<b>Horses</b>						
burial of carcasses..	..	..	..	..	..	846
care of, general instructions	..	..	..	..	..	847-858
casting	..	..	..	..	..	834-841
disembarkation	..	..	..	..	..	1637, 1647, 1690-1694
disposal of dead and disabled	..	..	..	..	..	842-846
embarkation	..	..	..	..	..	833, 1663-1678
employment of civil veterinary practitioners	..	..	..	..	..	896-897
entraining and detraining, artillery	..	..	..	..	..	1393, 1421
" " cavalry	..	..	..	..	..	1393-1402, 1419
equitation	..	..	..	..	..	906-911
feeding, railway journeys	..	..	..	..	..	1413
" stables	..	..	..	..	..	890, 870
for use of officers at manœuvres	..	..	..	..	..	857
forage and feeding	..	..	..	..	..	894 (812)
" division of..	..	..	..	..	..	841
furlough, charge of, during	..	..	..	..	..	1061
glandered, clothing of soldiers, employed with, destroyed	..	..	..	..	..	813
" measures taken	..	..	..	..	..	891, 892

**Horses—continued—**

	Para.
heels, trimming and washing of.. .. .	859
infectious and contagious diseases of .. .	891-893
inspection of, annual, by inspector-general of cavalry ..	889
"    "    by squadron officer .. .. .	889
"    "    by veterinary officer .. .. .	883-889
"    "    weekly .. .. .	853
lame, transport by rail .. .. .	1340
litter for .. .. .	863-866
numbering of .. .. .	825, 849
officers' chargers .. .. .	903-904
officers to provide themselves with .. .. .	903
rack chains, release from.. .. .	862
railway transport, artillery .. .. .	1393, 1421
"    "    cavalry .. .. .	1393-1402, 1419
"    "    feeding and watering .. .. .	1410, 1413
record book of .. .. .	825, 832, 833
register of .. .. .	2183, 2184
remounts. [ <i>See also Remounts.</i> ] .. .. .	821-831
report, daily, of sick and lame .. .. .	885
return from work, stable duties .. .. .	867-882
returns of .. .. .	2087
roll of, belonging to classes .. .. .	2185
riding establishment, veterinary certificate .. .. .	888
rules for stable management .. .. .	858-882
saddlery .. .. .	924-930
sale of officers' chargers on proceeding abroad.. .. .	904
shoeing .. .. .	912-923
shoeing of cast horses .. .. .	838
shoes and feet, responsibility for .. .. .	915, 921
sick, transport by rail .. .. .	1340
singeing .. .. .	850
slipping in stables, prevention of .. .. .	856
stable duties, routine on return from work .. .. .	867-882
"    hours .. .. .	860, 867
straw for bedding .. .. .	863-866
tails, length of .. .. .	826, 851
transfer of .. .. .	852, 922
"    certificate .. .. .	888
"    left behind on embarkation .. .. .	833, 840, 904
unfit .. .. .	834-837
veterinary duties, &c. .. .. .	883-890
"    history sheet .. .. .	830, 837, 887
watering, picketed, when .. .. .	861
"    railway journeys .. .. .	1410, 1413
"    stables, in .. .. .	860, 859, 873
young, care and charge of .. .. .	878-880

[*See also Remounts.*]**Horses on board ship—**

deck, bringing on .. .. .	1653
dispensary .. .. .	1655
dung, &c., removal of .. .. .	1681
disembarkation .. .. .	1627, 1647, 1690-1694
embarkation .. .. .	1675-1679
"    duties of men .. .. .	1660
"    inspection for .. .. .	834
"    "    transport alongside .. .. .	1669-1678
"    "    transport not alongside .. .. .	1675-1678
"    treatment before .. .. .	1665
feeding .. .. .	1687
fittings of horse transport .. .. .	1663

						Para.
<b>Men on board ship—continued—</b>						
forage, scale of	..	..	..	..	..	1687
hammocks	..	..	..	..	..	1683, 1679
hand rubbing, sponging	..	..	..	..	..	1680
loose or portable boxes	..	..	..	..	..	1686
management on board; stable duties; disembarkations	..	..	..	..	..	1682-1694
pharmacy	..	..	..	..	..	1686
regulations applicable to long voyages	..	..	..	..	..	1682
restive, disposal of	..	..	..	..	..	1683
rough weather, treatment in	..	..	..	..	..	1684
saddlery and harness, stowage of	..	..	..	..	..	1667, 1689
stable guard	..	..	..	..	..	1686
stalls, how placed in	..	..	..	..	..	1671, 1674
" spare	..	..	..	..	..	1680
swabs, wet, on fore feet	..	..	..	..	..	1680
ventilation, importance of	..	..	..	..	..	1683
veterinary slings	..	..	..	..	..	1686
watering of	..	..	..	..	..	1686
<b>Hospitals—</b>						
access to men in, by regimental officers	..	..	..	..	..	1701
administration of	..	..	..	..	..	1696
arms and accoutrements not taken to	..	..	..	..	..	1726
attendants	..	..	..	..	..	1713
boards or courts of inquiry in	..	..	..	..	..	647
books for	..	..	..	..	..	1680, 1681
religious	..	..	..	..	..	1817
buildings. [ <i>See Barracks.</i> ]	..	..	..	..	..	
chaplain, or clergyman, attendance at	..	..	..	..	..	1815, 1699
classification of	..	..	..	..	..	1696
commanding officers at stations, visit	..	..	..	..	..	1699
detention in, through offences	..	..	..	..	..	409
diet on day of admission to	..	..	..	..	..	1706
discharged men subsisted in	..	..	..	..	..	1627
divine service in	..	..	..	..	..	1699
documents of men in, application for	..	..	..	..	..	1703
duties in relation to the sick and to hospitals	..	..	..	..	..	403, 547, 1695-1740
families of soldiers, administration, organization, &c.	..	..	..	..	..	1719-1723
field, general instructions respecting	..	..	..	..	..	1724-1727
guards to be furnished over	..	..	..	..	..	1698
inspection of, medical officer attends	..	..	..	..	..	318
Nelson, A. A. G., duties, &c.	..	..	..	..	..	1741
invalids at, disposal of	..	..	..	..	..	1814
lunatics sent to	..	..	..	..	..	1819
nominal lists, monthly, for depôts	..	..	..	..	..	1797
officers, accommodation for, in	..	..	..	..	..	1697
on duty, visit	..	..	..	..	..	1700
regimental, access to men to	..	..	..	..	..	1701
pay, forfeiture of, by men in, through an offence	..	..	..	..	..	409
record of appropriation of wards	..	..	..	..	..	324
report to relatives of patients ill or dead	..	..	..	..	..	1715
sanitary reports	..	..	..	..	..	1717
ship, on board, attendants, extra duty pay	..	..	..	..	..	1681
" private property of men in	..	..	..	..	..	1694
sick, men reported, to be sent to	..	..	..	..	..	1709, 1710
strength, daily, statement to be sent by C.O. to medical officer	..	..	..	..	..	1704
transfer of men in	..	..	..	..	..	1703
visiting	..	..	..	..	..	1699, 1700
wills, execution by patients	..	..	..	..	..	1716



## Index.

466

<b>Household brigade—</b>	<b>Para.</b>
command and privileges of household cavalry .. ..	12
precedence of regiments of .. ..	1
<b>Humane Society, Royal, medals</b> .. ..	2022, 2058, 2059

## I.

### Ignominy—

disposal of men sent home with .. ..	1652
imprisonment of men to be discharged with .. ..	586

### Imprisonment—

Channel Isles and Isle of Man deemed colonies .. ..	581
defaulter-book, entry of award in .. ..	2150, 2152
exemption from duty on day of release from .. ..	616
expiration of, disposal of .. ..	637
expiration of, N.C.O. to receive .. ..	622
limit to .. ..	519
remission of, how carried out .. ..	612
sentences .. ..	518
„ abroad .. ..	522
terms of, how awarded .. ..	520

[See **Prisoners and Prisons.**]

### India—

Cavalry artificers, disposal of .. ..	904, 980
embarkation, period of year for .. ..	1457
examination of officers for promotion .. ..	1182
nominal roll of drafts proceeding to .. ..	1495
reservists remaining of .. ..	1780
squad-bags not taken to .. ..	2026
staff appointment, tenure in .. ..	221

### Indian Staff Corps—

appointment, declaration on .. ..	111-113
probationers, mess entertainments, not liable .. ..	968

### Indian troop ships—

arms and ammunition, supply for .. ..	1479
India transport regulations kept on board .. ..	1496

### Indian unattached list, documents of men transferred to .. 2147

### Infantry—

books, kept by officers of .. ..	653
dress of officers .. ..	1992-1996
precedence of regiments of .. ..	1
training .. ..	1087
„ recruits .. ..	1070-1077
transport duties, training in .. ..	813, App. XI

### “Infantry drill,” to be in possession of officers .. 653

### Information, military, publication of, in the press .. 423

### Inquiries after Soldiers .. 2108

### Inquiry, courts of. [See also **Courts of Inquiry.**] .. 537-546

### Insane men. [See **Lunatic Soldiers.**]

### Inspecting officers—

Artillery .. ..	191-194
complaints, and claims brought to .. ..	187
Inspector-General of Cavalry, duties of .. ..	190
local arrangements not to be interfered with .. ..	189
orders, issued by .. ..	188
other than G.O.C. of district .. ..	189
reports of. [See <b>Confidential Reports.</b> ] .. ..	179, 180, 203-214
visiting stations .. ..	179

### Inspection room, medical .. 1767

**Inspections and inspection reports—**

	Para.
ammunition .. .. .	2030, 2034
annual, of regiments by G.O.C. .. .. .	179-184, 199, 200
Army Service Corps .. .. .	197
arrival of corps in new command .. .. .	179
Artillery, Auxiliary .. .. .	1849
" by Commandant, School of Gunnery.. .. .	194
" Field and Horse .. .. .	191, 192
" " " " date of, arranged by inspecting officer	
and G.O.C. district .. .. .	192
" Garrison.. .. .	192, 193
baggage room on board ship .. .. .	1504
barracks, marching in .. .. .	311
" " out .. .. .	316, 319
" " " notice of movements for .. .. .	315
" periodical by C.O. or officer deputed.. .. .	301, 318, 323
" sanitary .. .. .	305, 306
brigades .. .. .	186
buildings, new, by boards .. .. .	356, 365
complaints brought forward at .. .. .	187
forms for reports of. [See Confidential Reports.]	181, 190, 204
depths .. .. .	200
district reports, annual .. .. .	202
efficiency, how tested at .. .. .	182, 183
embarkation, troops previous to.. .. .	1460, 1461
Engineers, by Inspector-general .. .. .	194
forage in garrison stores .. .. .	839, 840
garrison library books monthly .. .. .	1039, 1055
" ordnance .. .. .	193
guards .. .. .	259, 260, 270
horses, annual .. .. .	839
libraries and recreation-rooms by G.O.C. .. .. .	1051
" monthly .. .. .	1039, 1055
medical. [See Medical Inspection.]	
Medical, Royal Army, Corps .. .. .	199
militia, by O.C. regimental district .. .. .	1847
officers disadvantageously reported on to be informed.. .. .	214
orders by G.O.C., recorded in order book, &c... .. .	185
army ordnance corps .. .. .	200
parade at, all officers and men to attend .. .. .	184
prisons, provost, before occupation .. .. .	631, 632
" " daily .. .. .	639, 640
" " periodical, district .. .. .	633
range-finding practice .. .. .	1121, 1123
reports, confidential. [See Confidential Reports.]	
" inspection, Army Ordnance Department and Mobili-	
ation Stores .. .. .	200
" " " Service Corps .. .. .	197-198
" " " Veterinary Department .. .. .	201
" " cavalry .. .. .	190
" " general officer commanding .. .. .	179-180
" " Royal Army Medical Corps .. .. .	199
" " " Artillery .. .. .	191, 194
" " " Engineers .. .. .	196, 196
reserve .. .. .	1847
riding houses by G.O.C. .. .. .	805
schools by Inspectors .. .. .	1203, 1209
ships, hired, before embarkation.. .. .	1464-1468
signallers .. .. .	1123
staff officer accompanying G.O.C. .. .. .	180
stretcher-bearers, classes of .. .. .	1732-1740

<b>Inspections and inspection reports—continued—</b>							<b>Para.</b>
testing corps and officers .. .. .	..	..	..	..	..	..	182, 183
volunteers .. .. .	..	..	..	..	..	..	1847
<b>Inspector-general of cavalry—</b>							
inspection by .. .. .	..	..	..	..	..	..	190
„ horses .. .. .	..	..	..	..	..	..	839
<b>Inspector-general of fortifications—</b>							
correspondence for .. .. .	..	..	..	..	..	..	2072
duties .. .. .	..	..	..	..	..	..	195, 196, 229-230, App. I
<b>Inspector-general of military prisons, to certify cells</b>							
before occupation .. .. .	..	..	..	..	..	..	631
<b>Inspector-general of Ordnance, duties</b>							App. I
<b>Inspector-general of Remounts—</b>							
casting horses.. .. .	..	..	..	..	..	..	834, 835
purchase of remounts, registering reserve horses	..	..	..	..	..	..	831
<b>Inspectors of Army Schools</b>							1209
<b>Institutes, regimental—</b>							
canteen .. .. .	..	..	..	..	..	..	1010
civilians, admission .. .. .	..	..	..	..	..	..	1016
coffee-room .. .. .	..	..	..	..	..	..	1012, 1017
„ friends admitted to .. .. .	..	..	..	..	..	..	1017
committee of management .. .. .	..	..	..	..	..	..	1007
„ changes in .. .. .	..	..	..	..	..	..	1009
„ duties of .. .. .	..	..	..	..	..	..	1008
„ paymaster and quarter-master .. .. .	..	..	..	..	..	..	659
division into two branches .. .. .	..	..	..	..	..	..	999
entertainments in.. .. .	..	..	..	..	..	..	1004
funds of, allowance for .. .. .	..	..	..	..	..	..	1033
„ library, contributions to .. .. .	..	..	..	..	..	..	1034, 1035, 1054
„ recreation room, charge of .. .. .	..	..	..	..	..	..	1024
„ subscriptions to .. .. .	..	..	..	..	..	..	1022
garrison .. .. .	..	..	..	..	..	..	1000
general regulations for .. .. .	..	..	..	..	..	..	997-1027
grocery shop .. .. .	..	..	..	..	..	..	1011
objects of .. .. .	..	..	..	..	..	..	997
pass books allowed in certain cases .. .. .	..	..	..	..	..	..	1018
persons entitled to deal at .. .. .	..	..	..	..	..	..	1013
purchases not to be made for persons not entitled .. .. .	..	..	..	..	..	..	1014
recreation department .. .. .	..	..	..	..	..	..	993
recreation room. [See Recreation Room.]							
refreshment department .. .. .	..	..	..	..	..	..	999, 1005
„ of detachments .. .. .	..	..	..	..	..	..	1006
responsibilities of G.O.C.'s regarding .. .. .	..	..	..	..	..	..	1001
rules for management of .. .. .	..	..	..	..	..	..	998
visiting premises .. .. .	..	..	..	..	..	..	1002
weights and measures, inspection of .. .. .	..	..	..	..	..	..	1003
women dealing at .. .. .	..	..	..	..	..	..	1015
<b>Instruction—</b>							
Artillery. [See Training.] .. .. .	..	..	..	..	..	..	1065, 1066
captains, R.A., R.E., attached to infantry or cavalry..	..	..	..	..	..	..	1164, 1275
engineers .. .. .	..	..	..	..	..	..	1067-1069
infantry. [See Training.] .. .. .	..	..	..	..	..	..	1070-1094
military engineering .. .. .	..	..	..	..	..	..	290
musketry .. .. .	..	..	..	..	..	..	1096, 1097
officers, courses .. .. .	..	..	..	..	..	..	1163, 1272, 1276, 1277
„ in quality of provisions .. .. .	..	..	..	..	..	..	1258
practical. [See Practical Instructions.]							
range taking .. .. .	..	..	..	..	..	..	1120-1122
regimental system of, supervised by G.O.C. .. .. .	..	..	..	..	..	..	156
riding, classes for officers .. .. .	..	..	..	..	..	..	1237-1290

<b>Instruction—continued—</b>						Para.
religious, by chaplains in army schools..	..	..	..	..	..	1315, 1317
School of Military Engineering ..	..	..	..	..	..	1239, 1250-1254
signalling ..	..	..	..	..	..	1124 1134
staff officer for, duties of ..	..	..	..	..	..	227
veterinary, at Veterinary School ..	..	..	..	..	..	1298-1301
<b>Insurance—</b>						
of private property in barracks by soldiers ..	..	..	..	..	..	355
of property of serjeants' messes..	..	..	..	..	..	994
<b>Intelligence Reports, preparation of [App. III]</b>						156
<b>Interior economy</b>						
boys ..	..	..	..	..	..	726-730
duties of commanding officers ..	..	..	..	..	..	669-680
.. regimental officers other than commanding officers ..	..	..	..	..	..	681 685
general instructions ..	..	..	..	..	..	653-658
married soldiers ..	..	..	..	..	..	718-725
messing allowance ..	..	..	..	..	..	707
soldiers' accounts, small-book, &c. ..	..	..	..	..	..	686 686
.. messing and cooking ..	..	..	..	..	..	697-706
soldier-servants and orderlies ..	..	..	..	..	..	708-717
<b>Interpreters</b>						
qualification for ..	..	..	..	..	..	1201
study abroad ..	..	..	..	..	..	1203
<b>Invalids—</b>						
abroad, from, conveyance of, on landing ..	..	..	..	..	..	1657
.. " discharge documents sent with ..	..	..	..	..	..	1825
.. " disposal of on arrival home ..	..	..	..	..	..	1652
.. " documents sent with ..	..	..	..	..	..	1650
.. " nominal rolls ..	..	..	..	..	..	1650
.. " officers detached for duty with ..	..	..	..	..	..	1652
.. " returns, disembarkation ..	..	..	..	..	..	1651
.. " statement of accounts ..	..	..	..	..	..	1650
at home, how to be dealt with ..	..	..	..	..	..	1811
discharge of, authority for ..	..	..	..	..	..	1412
families of, disposal of ..	..	..	..	..	..	1413
medical examination at home ..	..	..	..	..	..	1411
Netley, disposal of at ..	..	..	..	..	..	1741, 1814
.. nominal lists of, at ..	..	..	..	..	..	1797
retention in service of ..	..	..	..	..	..	1652
returns of, annual ..	..	..	..	..	..	2087
<b>Inventions—</b>						
officers or subordinates to obtain permission to take out patents for	See App. XII	..	..	..	..	177
trial of, not to be made without W.O. authority ..	..	..	..	..	..	174
<b>Inventories in barracks</b>						313, 326
<b>Issues for troops—scale of, not to be departed from except under special circumstances</b>						158

## J.

<b>Jamaica, period of year for embarkation for</b>	..	..	..	..	..	1454
<b>Judge Advocate General, proceedings of courts martial</b>						
sent to ..	..	..	..	..	..	527, 530

## K.

<b>Kilt, when worn</b>	.. .. .	1992
<b>Kitchen, instructional, at Aldershot</b>	.. .. .	702, 1239, 1246
<b>Kitchens—</b>		
of officers' quarters, servants not to sleep in nor arms kept there	.. .. .	374
to be inspected by officers	.. .. .	699
<b>Kits—</b>		
deserters, court-martial stoppages	.. .. .	496
,, forfeiture of pay on dispensation from trial	.. .. .	574
,, mode of disposing of	.. .. .	699
hospitals, men in	.. .. .	1726
sea, stowage of	.. .. .	1533, 1535
squad-bags, how packed in	.. .. .	2026
<b>Kneller Hall.</b>	[See School of Music.]	

## L.

<b>Ladies, embarking, medical certificate required</b>	.. .. .	1515
<b>Lamps, mineral oil, instructions for use</b>	.. .. .	345
<b>Lance ranks—</b>		
appointment of	.. .. .	762, 765
reduction from	.. .. .	464, 759
<b>Languages, foreign, study of, examination</b>	.. .. .	1198-1204
<b>Lanterns for lighting pipes on board ship.</b>	.. .. .	1579
<b>Latrines—</b>		
care of, on board ship	.. .. .	1611
flushed and taken care of	.. .. .	338, 339
<b>Law, military, officers to study</b>	.. .. .	507, 508
<b>Law, ordinary, proceedings under.</b>	.. .. .	424
<b>Leap-year, how calculated towards soldiers' service</b>	.. .. .	2137
<b>Leave of absence—</b>		
abroad, from, character reported on	.. .. .	1925
,, ,, departmental officers, limits to	.. .. .	1924
,, ,, examination during	.. .. .	1185
,, ,, extension of	.. .. .	1930
,, ,, garrison, instruction during	.. .. .	1240
,, ,, grounds for granting	.. .. .	1923
,, ,, private affairs	.. .. .	1921, 1922
,, ,, report of arrival	.. .. .	1927-1929
,, ,, report of arrival in person	.. .. .	1929
,, ,, sick	.. .. .	1923
,, ,, ,, examination	.. .. .	1928
,, ,, ,, period, statement of.	.. .. .	1924
,, to proceed	.. .. .	1905
,, ,, for study of foreign languages	.. .. .	1203
addresses	.. .. .	1901, 1927
applications, abroad	.. .. .	1921
,, extraordinary, at home	.. .. .	1906
at home	.. .. .	1899, 1911, 1913, 1914, 1915, 1917-1919
cancelled by promotion or exchange	.. .. .	1900
certificate	.. .. .	1920
departmental officers, abroad	.. .. .	1924
,, at home	.. .. .	1918
duties, staff, regimental, performance	.. .. .	1896
escorts halting in London may obtain, only from G.O.C.	.. .. .	619

**Leave of absence—continued—**

exchange, leave cancelled by .. .. .	1900
.. during, date of application for exchange .. .. .	125
.. granted on .. .. .	127
extension .. .. .	1902
.. abroad .. .. .	1930
foreign court, presentation at .. .. .	1911
.. manœuvres, attendance at .. .. .	1907, 1908
general instructions respecting .. .. .	1894, 1912
.. officers, applications .. .. .	120
half pay, appointment from, on .. .. .	120
medical certificate .. .. .	1897, 1915
military operations, detained when near .. .. .	1910
.. sanction to proceed to .. .. .	1894
pay during .. .. .	1895
periods of .. .. .	1895
promotion, leave cancelled by .. .. .	1900
.. granted on .. .. .	127
rejoining from .. .. .	1898
rejoining, prevented from, by illness .. .. .	1919
returns, regimental, shown in .. .. .	2091, 2093
second lieutenant .. .. .	120
servants soldier, attendance during .. .. .	715
sick, abroad .. .. .	1923, 1924, 1928
.. at home, unable to rejoin .. .. .	1919
Staff College, study for, not granted .. .. .	1903
.. officers, provision for performance of duties .. .. .	1896
study of foreign languages, for .. .. .	1203
subalterns, on appointment .. .. .	120
transfer, cancelled by .. .. .	1900
.. granted on .. .. .	127
West Coast of Africa, special leave for officers serving on .. .. .	1931, 1932
West India Regiment, special leave for officers of .. .. .	1932

**Lectures—**

apparatus, return of, on charge .. .. .	2087
library books issued for preparation of .. .. .	132

**Ledger, pocket.** See **Small Book.** .. .. . 192

**Leggings—**

N.C.O. and men, furlough, on .. .. .	2021
officers .. .. .	1971

**Letter-book, instructions for keeping** .. .. . 2167

**Letter carriers not to be detained in barracks** .. .. . 737

**Letters, official —**

minutes on .. .. .	2075
mode of writing .. .. .	2074
private, enclosing in official covers .. .. .	2080
register of, to be kept .. .. .	2108
signature of .. .. .	2076
transmission of .. .. .	2081

**Letters of officers** .. .. . 733, 739

**Letters of soldiers—**

address of .. .. .	732
containing name late, registering of .. .. .	2041
delivered free at barracks .. .. .	736
distribution of .. .. .	737
franking of, by C.O. .. .. .	732
orderly to call for, when .. .. .	734
posting of, abroad .. .. .	731
privileges not to be abused .. .. .	735
restriction of .. .. .	734
(Q.R.)	202



# Index.

472

<b>Letters, of soldiers—continued—</b>	<b>Para.</b>
warrant officers not entitled to postal privileges ..	731, 732
weight of .. .. .	731, 732
<b>Levee dress for infantry officers .. .. .</b>	<b>1963, 1992</b>
<b>Liberty of worship, for all soldiers .. .. .</b>	<b>1304</b>
<b>Librarian, on board ship, appointment of .. .. .</b>	<b>1473</b>
<b>Librarian, garrison—</b>	
appointment of .. .. .	1023
duties of .. .. .	1044
N.C.O. acting as, pay .. .. .	1029, 1053
<b>Librarian, regimental, remuneration and duties of .. .. .</b>	<b>1023</b>
<b>Libraries, Artillery and Engineer .. .. .</b>	<b>1036A</b>
<b>Libraries, garrison and station—</b>	
accounts, board on, quarterly .. .. .	1045, 1047, 1048
„ departure of troops, on .. .. .	1040, 1055
„ statement of, quarterly .. .. .	1047
admission to .. .. .	1028, 1030, 1032
allowance for .. .. .	1033
„ disposal of .. .. .	1034, 1035, 1054
books, catalogue of .. .. .	1049
„ central depôt for issue .. .. .	1028, 1030, 1032
„ condemned, disposal of .. .. .	1046
„ donation of .. .. .	1038
„ duplicates, disposal of .. .. .	1043
„ hospitals .. .. .	1030, 1031
„ loss and damage, charges .. .. .	1039, 1041, 1042, 1055
„ purchase, restrictions on .. .. .	1037
„ recommendations of sub-committee for .. .. .	1021
„ repairs .. .. .	1042
„ schoolmasters, for lectures .. .. .	1032
certificates by boards .. .. .	1048
charge of, by officer in charge of barracks .. .. .	1055
committee, duties .. .. .	1036
contributions from funds of institute to .. .. .	1034, 1035, 1054
detachments .. .. .	1035, 1054
general rules for .. .. .	1028-1056
grant, government, and disposal of .. .. .	1033, 1034
inspection, monthly .. .. .	1039, 1055
marching out, accounts and transfer of books .. .. .	1040, 1055
regulations for, copies hung up in .. .. .	1043
report of inspecting officer .. .. .	1051
subscriptions of officers, &c. .. .. .	1030, 1032
supervision of .. .. .	224, 1028
<b>Library on board ship .. .. .</b>	<b>1473</b>
<b>Licensing Act, referred to in connection with canteens .. .. .</b>	<b>1016</b>
<b>Life Guards, command of .. .. .</b>	<b>13, 14</b>
<b>Lights—</b>	
extinguishing of, in barracks .. .. .	346, 347, 353
„ bugle for .. .. .	254
for pipes on board ship .. .. .	1579
on board ship .. .. .	1538, 1564, 1565
<b>Limitation of time for proceeding against soldiers .. .. .</b>	<b>456</b>
<b>Liquor—</b>	
in canteens .. .. .	1010
in recreation rooms forbidden .. .. .	1020
„ „ in harbour .. .. .	1630
<b>Liquor-book, serjeants' messes .. .. .</b>	<b>994</b>
<b>London—</b>	
lodgment of military prisoners passing through .. .. .	619
parties proceeding on duty through .. .. .	1335
<b>Loss of Stores to be investigated by a Court of Inquiry .. .. .</b>	<b>539-541</b>

	Para.
<b>Losses on board ship, how recovered</b> .. .. .	1646
<b>Lunatic soldiers—</b>	
abroad, from, disposal of.. .. .	1652
asylum, removal to .. .. .	1815, 1820, 1821
civil asylums, discharge from .. .. .	1815
dangerous .. .. .	1820, 1821
escort for .. .. .	1822
harmless, discharge of .. .. .	1820
Netley, sent to, documents sent with .. .. .	1819
" " proceedings on discharge .. .. .	1819
parish, handed over to .. .. .	1820
<b>Lunatic women from abroad, disposal of</b> .. .. .	1652

## M.

<b>Machine guns, instruction of detachments in use of</b>	131, 1080 1102
<b>Magazines—</b>	
ammunition, issue of .. .. .	2033
" kept in, in peace time .. .. .	2028
attention drawn to printed instructions posted in all .. .. .	2034
<b>Magistrates. [See Civil Power.]—</b>	
duties of, in cases of military suppression of civil disorder .. .. .	273 293
general officers to maintain intercourse with .. .. .	159
head-dress of soldiers before .. .. .	62
respect paid to .. .. .	413
<b>Majors—</b>	
duties of .. .. .	683
" garrison .. .. .	251
examination of, for promotion .. .. .	1194-1197
second in command .. .. .	681
<b>Malta Artillery—</b>	
officers, rank and precedence .. .. .	1
precedence .. .. .	3
<b>Map message forms</b> .. .. .	2193, 2195
<b>Maps—</b>	
list of, to be kept .. .. .	2115
supply of .. .. .	2194
<b>Marches—</b>	
alarm posts to be selected on .. .. .	1376
bands, fitting of .. .. .	2012, 2013
detachments, command of, &c. .. .. .	1332
general rules as to 1084, 1091-1093, 1332, 1334, 1336, 1373-1377	
guards, advance and rear, on .. .. .	1091
halts .. .. .	1092
hour of .. .. .	1373
infantry marching .. .. .	1084 1091
regiments meeting during, how to pass.. .. .	54
responsibility of officers .. .. .	1332
<b>Marching order, of dress for officers</b> .. .. .	1956, 2102
<b>Marines, Royal—</b>	
compliments to officers of.. .. .	74
officers of, how to rank with those of other forces .. .. .	4
" to be saluted by soldiers .. .. .	60
precedence of .. .. .	1
transfers from .. .. .	1767
<b>Marriages—</b>	
anticipation of vacancy, sanction in, forbidden .. .. .	722

# Index.

474

## Marriages—continued—

Para.

certificate of .. .. .	2177
consent of commanding officer .. .. .	720
legal performance necessary .. .. .	2176
qualifications for admission to married roll .. .. .	721
register .. .. .	2109, 2110, 2112, 2175
„ abroad .. .. .	2182
„ „ officers .. .. .	2180
registrar-general, reports to .. .. .	2181, 2182
warrant officers .. .. .	719
without leave .. .. .	722, 725

## Married—

officers at depôt .. .. .	1876, 1877
„ dining at mess .. .. .	934
„ register of marriages and baptisms, use of .. .. .	2180
men, declaring themselves single on attestation .. .. .	1805
„ quarters, inspection of .. .. .	305
„ „ messing out, when married without leave .. .. .	725
„ „ sleeping out of .. .. .	724
„ return of, separated from families .. .. .	1522, 1523

## Married Roll—

embarkation of soldiers on .. .. .	1462
„ „ women not on .. .. .	1516
families on, admission to hospital .. .. .	1719-1723
qualifications for .. .. .	720
regulations.. .. .	719
vacancies on, abroad .. .. .	723

## Master gunners, 1st class rank of with Navy .. .. .

34

## Master tailors—

appropriating materials, liable to punishment .. .. .	848
training of.. .. .	806 1207

[See also Serjeant-master-tailors.]

## Matches, forbidden on board ship .. .. .

1500

## Mauritius, period of year for embarkation for .. .. .

1457

## Meals—

inspection of .. .. .	699
provision of, responsibility for .. .. .	697
ship, on board, of soldiers .. .. .	1505
working parties .. .. .	302

## Measurement—

baggage before embarkation .. .. .	1497
„ cubic .. .. .	1497
height and chest, tables of .. .. .	2050

## Meat inspection, guide to, for regimental officers .. .. .

701

## Mechanist, military, removal from appointment .. .. .

757

## Medals—

abroad, men serving .. .. .	2039
Albert .. .. .	2058
annuity with, applications for .. .. .	2049
„ „ „distinguished conduct,” held with .. .. .	2057
board on lost medals .. .. .	2043
correspondence on .. .. .	2068
custody during active service .. .. .	2039
distinguished conduct, applications for .. .. .	2049
foreign, authority for wearing .. .. .	2050
„ loss of .. .. .	2051
forfeiture .. .. .	2061
„ restoration .. .. .	2062
general instructions .. .. .	2039-2048
good conduct, “distinguished conduct,” held with .. .. .	2057
„ „ offences rendering ineligible .. .. .	2053

						Para.
<b>Instruction—continued—</b>						
religious, by chaplains in army schools..	..	..	..	..	..	1315, 1317
School of Military Engineering ..	..	..	..	..	..	1239, 1250-1254
signalling ..	..	..	..	..	..	1124-1134
staff officer for, duties of ..	..	..	..	..	..	227
veterinary, at Veterinary School ..	..	..	..	..	..	1298-1301
<b>Insurance—</b>						
of private property in barracks by soldiers ..	..	..	..	..	..	355
of property of serjeants' messes..	..	..	..	..	..	994
<b>Intelligence Reports, preparation of [App. III]</b>						156
<b>Interior economy—</b>						
boys ..	..	..	..	..	..	726-730
duties of commanding officers ..	..	..	..	..	..	669-680
„ regimental officers other than commanding officers ..	..	..	..	..	..	681-685
general instructions ..	..	..	..	..	..	653-668
married soldiers ..	..	..	..	..	..	718-725
messing allowance ..	..	..	..	..	..	707
soldiers' accounts, small-book, &c. ..	..	..	..	..	..	686-696
„ messing and cooking ..	..	..	..	..	..	697-706
soldier-servants and orderlies ..	..	..	..	..	..	708-717
<b>Interpreters—</b>						
qualification for ..	..	..	..	..	..	1201
study abroad ..	..	..	..	..	..	1203
<b>Invalids—</b>						
abroad, from, conveyance of, on landing ..	..	..	..	..	..	1657
„ „ discharge documents sent with ..	..	..	..	..	..	1825
„ „ disposal of on arrival home ..	..	..	..	..	..	1652
„ „ documents sent with ..	..	..	..	..	..	1650
„ „ nominal rolls ..	..	..	..	..	..	1650
„ „ officers detached for duty with ..	..	..	..	..	..	1652
„ „ returns, disembarkation ..	..	..	..	..	..	1651
„ „ statement of accounts ..	..	..	..	..	..	1650
at home, how to be dealt with ..	..	..	..	..	..	1811
discharge of, authority for ..	..	..	..	..	..	1812
families of, disposal of ..	..	..	..	..	..	1818
medical examination at home ..	..	..	..	..	..	1811
Netley, disposal of at ..	..	..	..	..	..	1741, 1814
„ nominal lists of, at ..	..	..	..	..	..	1797
retention in service of ..	..	..	..	..	..	1652
returns of, annual ..	..	..	..	..	..	2087
<b>Inventions—</b>						
officers or subordinates to obtain permission to take out patents for [See App. XII]	..	..	..	..	..	177
trial of, not to be made without W.O. authority ..	..	..	..	..	..	178
<b>Inventories in barracks ..</b>						313, 326
<b>Issues for troops—scales of, not to be departed from except under special circumstances ..</b>						158

## J.

<b>Jamaica, period of year for embarkation for ..</b>	..	..	..	..	..	1459
<b>Judge Advocate General, proceedings of courts martial sent to ..</b>	..	..	..	..	..	527, 530

# Index.

476

## Medical officer—continued—

Para.

dress for A.M.S. and R.A.M.C. . . . .	1998
duties . . . . .	234, 1728
examination of sick . . . . .	1708
field duties . . . . .	1724-1727
general instructions as to duties . . . . .	1695-1717
hospital for soldiers' wives and families . . . . .	1719-1723
instruction in the use of first field dressing . . . . .	1732
medical officers and hospitals in the field . . . . .	1724-1727
"    "    doing duty with troops in peace . . . . .	1728-1731
parade, attendance by . . . . .	1729
regimental institutes, visits . . . . .	1002
report when civil practitioners are employed . . . . .	1718
reports on, confidential, how rendered . . . . .	207, 2087
"    recruits . . . . .	1071
rifle range, attendance at . . . . .	1730
room for inspection of sick . . . . .	1707
sanitary reports . . . . .	1717
servants, soldier for . . . . .	708
ship, on board, arrival at port to report . . . . .	1627, 1647
"    "    duties . . . . .	1667
sick report, company, filling in . . . . .	1709
subject to orders of O.C. . . . .	1724
target-practice, attendance at . . . . .	1730
training of stretcher-bearers . . . . .	1733-1740

## Medical Practitioner, report of employment of civilian medical

practitioner . . . . .	1718
------------------------	------

## Medical Corps, Royal Army—

confidential report on . . . . .	2087
court-martial, applications for . . . . .	493
detachments from abroad, disposal of . . . . .	1652
discipline . . . . .	493, 1731
records of service . . . . .	2136
inspection of, annual . . . . .	199
lieutenant-colonels, seniority of specially selected . . . . .	154
musketry instruction . . . . .	1098
N.C.O. professional examination for promotion . . . . .	1230
officers of, dress . . . . .	1898
organisation and duties . . . . .	234
punishment drill . . . . .	460
ship, hired, on board . . . . .	1567
transfer to . . . . .	1761, 1762, 1767, 1768
"    "    documents, disposal of . . . . .	1765
"    "    modification of service on . . . . .	1766

## Medicines—

horses on board ship . . . . .	1685
sale of in grocery shops . . . . .	1011
supply of, for ships conveying troops . . . . .	1477

Mediterranean, period of year for embarkation for . . . . .	1457
---	------

## Meetings—

for political purposes forbidden . . . . .	420
to praise or censure superiors forbidden . . . . .	415

Memorials in churches, chapels, or cemeteries . . . . .	403-405
---	---------

Mess-committee . . . . .	894
--------------------------	-----

paymaster or quartermaster not to preside over . . . . .	659
--	-----

## Mess, officers'—

accounts, balance and audit of . . . . .	941
"    inspection by inspecting officer . . . . .	942
allowance, mode of application of . . . . .	939
Artillery . . . . .	956, 957
attached to other corps . . . . .	959

<b>Leave of absence—continued—</b>							<b>Para.</b>
exchange, leave cancelled by .. .. .	..	..	..	..	..	..	1900
„ during, date of application for exchange ..	..	..	..	..	..	..	125
„ granted on .. .. .	..	..	..	..	..	..	127
extension .. .. .	..	..	..	..	..	..	1902
„ abroad .. .. .	..	..	..	..	..	..	1930
foreign court, presentation at .. .. .	..	..	..	..	..	..	1911
„ manœuvres, attendance at .. .. .	..	..	..	..	..	..	1907, 1908
general instructions respecting .. .. .	..	..	..	..	..	..	1894-1912
„ officers, applications .. .. .	..	..	..	..	..	..	156
half pay, appointment from, on .. .. .	..	..	..	..	..	..	120
medical certificate .. .. .	..	..	..	..	..	..	1897, 1915
military operations, detained when near ..	..	..	..	..	..	..	1910
„ sanction to proceed to .. .. .	..	..	..	..	..	..	1894
pay during .. .. .	..	..	..	..	..	..	1895
periods of .. .. .	..	..	..	..	..	..	1895
promotion, leave cancelled by .. .. .	..	..	..	..	..	..	1900
„ granted on .. .. .	..	..	..	..	..	..	127
rejoining from .. .. .	..	..	..	..	..	..	1898
rejoining, prevented from, by illness ..	..	..	..	..	..	..	1919
returns, regimental, shown in .. .. .	..	..	..	..	..	..	2001, 2003
second lieutenant .. .. .	..	..	..	..	..	..	120
servants soldier, attendance during ..	..	..	..	..	..	..	715
sick, abroad .. .. .	..	..	..	..	..	..	1923, 1924, 1928
„ at home, unable to rejoin .. .. .	..	..	..	..	..	..	1919
Staff College, study for, not granted ..	..	..	..	..	..	..	1903
„ officers, provision for performance of duties ..	..	..	..	..	..	..	1896
study of foreign languages, for .. .. .	..	..	..	..	..	..	1203
subalterns, on appointment .. .. .	..	..	..	..	..	..	120
transfer, cancelled by .. .. .	..	..	..	..	..	..	1900
„ granted on .. .. .	..	..	..	..	..	..	127
West Coast of Africa, special leave for officers serving on ..	..	..	..	..	..	..	1931, 1932
West India Regiment, special leave for officers of ..	..	..	..	..	..	..	1932
<b>Lectures—</b>							
apparatus, return of, on charge .. .. .	..	..	..	..	..	..	2087
library books issued for preparation of ..	..	..	..	..	..	..	1032
<b>Ledger, pocket.</b> See <b>Small Book.</b> .. .. .	..	..	..	..	..	..	692
<b>Leggings—</b>							
N.C.O. and men, furlough, on .. .. .	..	..	..	..	..	..	2021
officers .. .. .	..	..	..	..	..	..	1971
<b>Letter-book</b> , instructions for keeping .. .. .	..	..	..	..	..	..	2167
<b>Letter carriers</b> not to be detained in barracks ..	..	..	..	..	..	..	737
<b>Letters, official—</b>							
minutes on .. .. .	..	..	..	..	..	..	2075
mode of writing .. .. .	..	..	..	..	..	..	2074
private, enclosing in official covers ..	..	..	..	..	..	..	2006
register of, to be kept .. .. .	..	..	..	..	..	..	2168
signature of .. .. .	..	..	..	..	..	..	2076
transmission of .. .. .	..	..	..	..	..	..	2081
<b>Letters of officers</b> .. .. .	..	..	..	..	..	..	731-739
<b>Letters of soldiers—</b>							
address of .. .. .	..	..	..	..	..	..	732
containing medals, registering of .. .. .	..	..	..	..	..	..	2041
delivered free at barracks .. .. .	..	..	..	..	..	..	736
distribution of .. .. .	..	..	..	..	..	..	737
franking of, by C.O. .. .. .	..	..	..	..	..	..	732
orderly to call for, when .. .. .	..	..	..	..	..	..	738
postage of, abroad .. .. .	..	..	..	..	..	..	731
privileges not to be abused .. .. .	..	..	..	..	..	..	735
re-direction of .. .. .	..	..	..	..	..	..	734
(Q.R.) .. .. .	..	..	..	..	..	..	2 u 2



# Index.

476

## Medical officer—continued—

Para.

dress for A.M.S. and R.A.M.C. . . . .	1934
duties . . . . .	234, 1728
examination of sick . . . . .	1708
field duties . . . . .	1724-1727
general instructions as to duties . . . . .	1695-1717
hospital for soldiers' wives and families . . . . .	1719-1723
instruction in the use of first field dressing . . . . .	1732
medical officers and hospitals in the field . . . . .	1724-1727
"    "    doing duty with troops in peace . . . . .	1728-1731
parade, attendance by . . . . .	1729
regimental institutes, visits . . . . .	1002
report when civil practitioners are employed . . . . .	1718
reports on, confidential, how rendered . . . . .	207, 2087
"    recruits . . . . .	1071
rifle range, attendance at . . . . .	1730
room for inspection of sick . . . . .	1707
sanitary reports . . . . .	1717
servants, soldier for . . . . .	708
ship, on board, arrival at port to report . . . . .	1627, 1647
"    "    duties . . . . .	1667
sick report, company, filling in . . . . .	1709
subject to orders of O.C. . . . .	1724
target-practice, attendance at . . . . .	1730
training of stretcher-bearers . . . . .	1733-1740

## Medical Practitioner, report of employment of civilian medical

practitioner . . . . .	1718
------------------------	------

## Medical Corps, Royal Army—

confidential report on . . . . .	2087
court-martial, applications for . . . . .	493
detachments from abroad, disposal of . . . . .	1652
discipline . . . . .	493, 1731
records of service . . . . .	2136
inspection of, annual . . . . .	199
lieutenant-colonels, seniority of specially selected . . . . .	15A
musketry instruction . . . . .	1098
N.C.O. professional examination for promotion . . . . .	1230
officers of, dress . . . . .	1948
organisation and duties . . . . .	234
punishment drill . . . . .	460
ship, hired, on board . . . . .	1567
transfer to . . . . .	1761, 1762, 1767, 1768
"    "    documents, disposal of . . . . .	1765
"    "    modification of service on . . . . .	1766

## Medicines—

horses on board ship . . . . .	1685
sale of in grocery shops . . . . .	1011
supply of, for ships conveying troops . . . . .	1477

## Mediterranean, period of year for embarkation for

1457

## Meetings—

for political purposes forbidden . . . . .	420
to praise or censure superiors forbidden . . . . .	415

## Memorials in churches, chapels, or cemeteries

403-405

## Mess-committee

paymaster or quartermaster not to preside over . . . . .	659
--	-----

## Mess, officers'—

accounts, balance and audit of . . . . .	941
"    inspection by inspecting officer . . . . .	942
allowance, mode of application of . . . . .	939
Artillery . . . . .	956, 957
attached to other corps . . . . .	959

	Para.
<b>Losses</b> on board ship, how recovered .. .. .	1646
<b>Lunatic soldiers—</b>	
abroad, from, disposal of .. .. .	1652
asylum, removal to .. .. .	1815, 1820, 1821
civil asylums, discharge from .. .. .	1815
dangerous .. .. .	1820, 1821
escort for .. .. .	1822
harmless, discharge of .. .. .	1820
Netley, sent to, documents sent with .. .. .	1819
" " proceedings on discharge .. .. .	1819
parish, handed over to .. .. .	1820
<b>Lunatic women</b> from abroad, disposal of .. .. .	1652

## M.

<b>Machine guns</b> , instruction of detachments in use of	131, 1039 1102
<b>Magazines—</b>	
ammunition, issue of .. .. .	2033
" kept in, in peace time .. .. .	2028
attention drawn to printed instructions posted in all .. .. .	2034
<b>Magistrates.</b> [See Civil Power.]—	
duties of, in cases of military suppression of civil disorder .. .. .	273-293
general officers to maintain intercourse with .. .. .	159
head-dress of soldiers before .. .. .	62
respect paid to .. .. .	413
<b>Majors—</b>	
duties of .. .. .	683
" garrison .. .. .	251
examination of, for promotion .. .. .	1194-1197
second in command .. .. .	681
<b>Malta Artillery—</b>	
officers, rank and precedence .. .. .	1
precedence .. .. .	3
<b>Map message forms</b> .. .. .	2194, 2195
<b>Maps—</b>	
list of, to be kept .. .. .	2115
supply of .. .. .	2194
<b>Marches—</b>	
alarm posts to be selected on .. .. .	1376
boots, fitting of .. .. .	2012, 2013
detachments, command of, &c. .. .. .	1332
general rules as to 1088, 1091-1093, 1332, 1334, 1336, 1373-1377	
guards, advance and rear, on .. .. .	1091
halts .. .. .	1092
hour of .. .. .	1373
infantry marching .. .. .	1068-1091
regiments meeting during, how to pass .. .. .	54
responsibility of officers .. .. .	1332
<b>Marching order</b> , of dress for officers .. .. .	1956, 2002
<b>Marines, Royal—</b>	
compliments to officers of .. .. .	74
officers of, how to rank with those of other forces .. .. .	4
" to be saluted by soldiers .. .. .	60
precedence of .. .. .	1
transfers from .. .. .	1767
<b>Marriages—</b>	
anticipation of vacancy, sanction in, forbidden .. .. .	722

## Index.

478

							Para.
<b>Mess, serjeants'—</b>							
entertainments	..	..	..	..	..	..	994, 996
formation necessary	..	..	..	..	..	..	993
president or treasurer, men ineligible for	..	..	..	..	..	..	995
rules for	..	..	..	..	..	..	994
supervision of	..	..	..	..	..	..	993
<b>Messing Allowance, soldiers</b>	..	..	..	..	..	..	707
<b>Messing, soldiers'—</b>							
contracts for supplies for..	..	..	..	..	..	..	698
inspection of	..	..	..	..	..	..	699, 700
married men specially permitted to be absent from mess	..	..	..	..	..	..	725
responsibility for	..	..	..	..	..	..	683, 697
<b>Military Cooking. [See Cooking.]</b>							
<b>Military discussions forbidden</b>	..	..	..	..	..	..	415
<b>Military Education—</b>							
Artillery College	..	..	..	..	..	..	1155-1162
boards of examination	..	..	..	..	..	..	1187-1193
examination for promotion to lieutenant-colonel	..	..	..	..	..	..	1194-1197
„ of Royal Artillery officers for armament pay	..	..	..	..	..	..	1171
examinations in languages and shorthand	..	..	..	..	..	..	1198-1205
garrison libraries, supervision of	..	..	..	..	..	..	1028, 1030, 1032
practical instruction, &c., in districts	..	..	..	..	..	..	1163-1169
professional examination of non-commissioned officers	..	..	..	..	..	..	1229-1238
promotion of officers below the rank of major	..	..	..	..	..	..	1172-1186
schools, army	..	..	..	..	..	..	1206
Staff College, candidates for, examination of	..	..	..	..	..	..	1143-1154
war games	..	..	..	..	..	..	1170
<b>Military Engineering—</b>							
engineers, instructed in	..	..	..	..	..	..	1067-1069
instruction in, charge of	..	..	..	..	..	..	299
School of Military Engineering, classes at	..	..	..	..	..	..	1239, 1250-1253, 1254
<b>Military history sheet, entries in..</b>	..	..	..	..	..	..	2136
<b>Military law, officers to study</b>	..	..	..	..	..	..	547
<b>Military Secretary; Assistant do.; Assistant Military Secretary and Aide-de-Camp. duties of</b>							226
<b>Military Training. [See Training.]</b>							
<b>Militia—</b>							
adjutants, appointment	..	..	..	..	..	..	111-113, 132-137
„ depôt, acting for	..	..	..	..	..	..	1872
„ mess, depôt, subscriptions, &c.	..	..	..	..	..	..	962, 963
„ rank of	..	..	..	..	..	..	3
„ regimental district, duties	..	..	..	..	..	..	1850
„ report on, confidential	..	..	..	..	..	..	208
„ soldier servants	..	..	..	..	..	..	708
artillery, command and inspection of	..	..	..	..	..	..	1849
“ battalions detached from depôt,” definition of	..	..	..	..	..	..	1889
gymnasia, instruction in	..	..	..	..	..	..	1119
inspection, artillery	..	..	..	..	..	..	1849
„ infantry	..	..	..	..	..	..	1847
men, fraudulently enlisting, certificate of release	..	..	..	..	..	..	562
„ „ „ procedure against	..	..	..	..	..	..	555
„ „ „ stoppages	..	..	..	..	..	..	562
„ „ „ trial dispensed with	..	..	..	..	..	..	564
officers, attached, shown in regimental returns	..	..	..	..	..	..	2092
„ rank	..	..	..	..	..	..	3
„ salutes to	..	..	..	..	..	..	54, 73
permanent staff, available for general employment	..	..	..	..	..	..	1850
„ „ serjeants' mess at depôt	..	..	..	..	..	..	994
„ „ training, O.C., commands during	..	..	..	..	..	..	1850
„ „ transfers, posting, &c...	..	..	..	..	..	..	1851-1859, 1861-1863, 1865-1868

[See Permanent Staff.]

							Para.
<b>Militia—continued—</b>							
precedence of .. .. .	..	..	..	..	..	..	1
quartermaster, acting .. .. .	..	..	..	..	..	..	1891
"    mess, depôt, subscriptions .. .. .	..	..	..	..	..	..	962, 963
"    soldier servants .. .. .	..	..	..	..	..	..	708
recruits of, how to be trained .. .. .	..	..	..	..	..	..	1892, 1893
"    O.C. depôt responsible for training of .. .. .	..	..	..	..	..	..	1894
report of G.O.C. on .. .. .	..	..	..	..	..	..	202
<b>Minor Offence Report</b> .. .. .	..	..	..	..	..	..	452, 453
<b>Minute guns at funerals</b> .. .. .	..	..	..	..	..	..	101
<b>Money, public, responsibility of officers charged with</b> .. .. .	..	..	..	..	..	..	655, 683
<b>Monuments in churches and chapels</b> .. .. .	..	..	..	..	..	..	403-406
<b>Mourning, how to be worn in uniform by officers</b> .. .. .	..	..	..	..	..	..	1962, 1964
<b>Moustaches to be worn</b> .. .. .	..	..	..	..	..	..	660
<b>Movement of troops—</b>							
by land .. .. .	..	..	..	..	..	..	1048, 1091-1093, 1322, 1323, 1330-1339, 1344-1350, 1360-1382, 1387 1431
[See March, Baggage, Transport.]							
by sea .. .. .	..	..	..	..	..	..	1457-1604
[See Ships, Embarkation.]							
<b>Movements—</b>							
duty state to G.O.C. new district on .. .. .	..	..	..	..	..	..	1331
notice of, to Engineer officer .. .. .	..	..	..	..	..	..	315
"    officer in charge of barracks .. .. .	..	..	..	..	..	..	316
"    supplies .. .. .	..	..	..	..	..	..	1330
<b>Music, School of.</b> [See School of Music.] .. .. .	..	..	..	..	..	..	983-988, 990-991, 1266, 1269, 1270, 1271
<b>Musketry —</b>							
course of instruction .. .. .	..	..	..	..	..	..	1006, 1057
"    Royal Army Medical Corps .. .. .	..	..	..	..	..	..	1098
practice, attendance of medical officers .. .. .	..	..	..	..	..	..	1730
regulations, officers to have book of .. .. .	..	..	..	..	..	..	653
return, annual .. .. .	..	..	..	..	..	..	2087
school of officers at, mess contributions .. .. .	..	..	..	..	..	..	961
<b>Muster-parade, holding of, and preparation of roll</b> .. .. .	..	..	..	..	..	..	657
<b>Mutiny, penalties prescribed by Army Act for</b> .. .. .	..	..	..	..	..	..	420

## N.

<b>Nails, spare, carried in shoe cases, to be used</b> .. .. .	..	..	..	..	..	..	914
<b>Names of foreign places, &amp;c., to be in printed characters in</b>							
official letters .. .. .	..	..	..	..	..	..	2037
<b>Names of soldiers, change of</b> .. .. .	..	..	..	..	..	..	2145
<b>National anthem —</b>							
arrangements of .. .. .	..	..	..	..	..	..	979
when to be played at salutes .. .. .	..	..	..	..	..	..	45, 46
<b>National defences, admission to</b> .. .. .	..	..	..	..	..	..	162
<b>National festivals, foreign salutes on</b> .. .. .	..	..	..	..	..	..	97
<b>Navy —</b>							
colonies, commanding in, precedence .. .. .	..	..	..	..	..	..	22
corresponding rank .. .. .	..	..	..	..	..	..	34
improper enlistment from .. .. .	..	..	..	..	..	..	554, 555
salutes, artillery .. .. .	..	..	..	..	..	..	74
salutes by guards and sentries .. .. .	..	..	..	..	..	..	74
"    officers and soldiers .. .. .	..	..	..	..	..	..	69, 70
visits of ceremony between military officers and .. .. .	..	..	..	..	..	..	62

# Index.

480

## Necessaries—

Para.

deserters, responsibility for .. .. .	568
„ supplied to .. .. .	569
made away with .. .. .	497-501
responsibility for provision of .. .. .	683
soldiers with glandered horses, destruction of .. .. .	893

## Netley. [See also Hospitals.]—

duties of A.A.G. at Royal Victoria Hospital .. .. .	1741
invalids at, disposal of .. .. .	1814
„ „ nominal lists, &c., for depôts, &c. .. .. .	1797
„ sent to, from abroad .. .. .	1652
„ „ „ „ documents .. .. .	1651
„ „ „ „ „ for discharge .. .. .	1796
„ „ „ „ nominal lists for discharge .. .. .	1795
„ „ „ „ nominal roll .. .. .	1650, 1651
lunatics sent to .. .. .	1652, 1819

## Newspapers—

in recreation rooms .. .. .	1020, 1021
regimental, copies should be sent to British Museum.. .. .	2174

## Next-of-kin, entries of, in small book .. .. . 693-695, 2141

## Non-commissioned officers—

absence without leave from gate duty, &c. .. .. .	494
acting, appointment .. .. .	762, 765
„ reversion of .. .. .	464, 758
„ ships, on board .. .. .	1560, 1561
admonition and reprimand of .. .. .	464
appointment .. .. .	745
„ removal from .. .. .	756, 757
arrest of .. .. .	439
conduct towards each other, and privates .. .. .	409
confinement of soldiers by .. .. .	445
convicted by civil court, case to be reported .. .. .	470
court-martial on .. .. .	411
detached duties, on .. .. .	767
lance ranks, appointment .. .. .	762, 765
„ reversions to permanent grade .. .. .	758
misconduct of, officers to report.. .. .	412
permanent grade .. .. .	745
precedence of .. .. .	38
promotion among.. .. .	761, 762, 764, 754, 1855
„ „ certificates required.. .. .	748, 747, 753, 763
„ „ examination for certificates .. .. .	1222
„ „ „ „ professional .. .. .	1229, 1232-1234, 1237
„ to second lieutenant .. .. .	118, 119
„ „ „ examination for .. .. .	1174
„ to warrant officer, defaulter sheets.. .. .	2157
punishments, summary or minor, not liable to .. .. .	464
ranks of .. .. .	744
reduction of .. .. .	759
„ „ on conviction by civil power .. .. .	470
removal from appointment .. .. .	756, 757
reprimand of .. .. .	464
reproof of, in public .. .. .	410
resignation of .. .. .	755
salutes paid by .. .. .	60
school, attendance at .. .. .	1217, 1218, 1221
„ examination at .. .. .	1222
superiors not to be praised or censured by .. .. .	415
vacancies abroad .. .. .	1884

**Mess, officers' continued—**

	Para.
bills, monthly payment of .. .. .	932
„ unpaid, disposal of officer .. .. .	933
caterer for, N.C.O. acting as .. .. .	935, 936
charges, extra, limitation of .. .. .	965
commanding officer, change of, certificate of solvency..	945, 946
„ „ responsibility .. .. .	931
„ „ regulates .. .. .	964
contributions, appointment, on .. .. .	948, 949, 951
„ Army Service Corps .. .. .	951
„ artillery .. .. .	949
„ assessment of by Gazette dates.. .. .	953
„ commanding officer regulates .. .. .	964
„ depôts, regimental .. .. .	962
„ engineers .. .. .	950
„ half-pay officers, cessation .. .. .	953
„ „ re-appointed .. .. .	954
„ promotion, exchange, &c., on .. .. .	952
„ retired or seconded .. .. .	953
depôt mess .. .. .	962, 963
depôts regimental .. .. .	962, 963
detachment division of fund, plate, &c., for .. .. .	943
dining members .. .. .	984
discipline maintained at .. .. .	944
dress, mess order of .. .. .	1954
economy to be maintained .. .. .	931
entertainments, arrival or departure of regiments ..	971
„ contributions .. .. .	967
„ „ exemption from .. .. .	968
„ expenses, inspection of by G.O.C. .. .. .	966
„ private friends .. .. .	969
„ proposal for, signatures to .. .. .	967
„ race meetings, luncheons .. .. .	970
„ sanction for .. .. .	966
equipment, supply of .. .. .	939
exchange, transfer, promotion, on .. .. .	958
exemptions.. .. .	960
expenses, incidental, monthly charge for .. .. .	965
garrison instruction, attending .. .. .	961
half pay, going on .. .. .	957
honorary membership of .. .. .	971
household troops, regulations inapplicable to .. .. .	947
insurance of property against loss by fire .. .. .	939
management of, C.O. superintends .. .. .	981
messman, cashing bills or advancing money forbidden ..	937
„ debts of civilian .. .. .	935
„ N.C.O. acting as .. .. .	935, 936
mess meetings .. .. .	941
movement of troops, property taken .. .. .	1423
plate, presents of, forbidden .. .. .	940
precedence at .. .. .	944
private friends .. .. .	969
race meetings, lunch parties at .. .. .	971
rates .. .. .	955, 964
regulations, to whom applicable .. .. .	947
retired or seconded .. .. .	957
rules for .. .. .	931-971
school of military engineering, musketry .. .. .	951
seconded .. .. .	957, 960
solvency certificate on change of command .. .. .	945, 946
Staff College .. .. .	961



# Index.

482

## Officers—continued—

	Para.
inspections, efficiency to be tested .. .. .	184
instruction in judging provisions, forage, &c. .. .. .	1238
„ of, practical .. .. .	677
joining corps on appointment .. .. .	120
„ on exchange .. .. .	127
„ report themselves to C.O. .. .. .	123
junior, placed as supernumeraries on guard .. .. .	271
military law, to study .. .. .	507
monies, public, responsibility for .. .. .	655, 683
payment of the men, presence at .. .. .	686
political meetings, not to attend .. .. .	420
posting of, to battalions .. .. .	121
presents from subordinates forbidden .. .. .	415
proficiency of .. .. .	685
publication of information regarding troops forbidden .. .. .	423
quartered near their men in billets .. .. .	1375
quitting kingdom without permission forbidden .. .. .	1905
„ regiments on retirement .. .. .	151
ranks, corresponding, army and navy .. .. .	34
record of services .. .. .	2124
report, commanding officer, by .. .. .	679
„ confidential, disadvantageous .. .. .	214
responsibility of officers in general. [See also Responsibility.]	412
senior, reports on .. .. .	203, 210
ship, on board, daily duty .. .. .	1553, 1564-1566
ship, on board, detailed for duty .. .. .	1557-1559
soldiers, not to treat harshly .. .. .	408
superior, to make themselves acquainted with the abilities of juniors .. .. .	682
superiors, praise or censure of forbidden .. .. .	415
Staff. [See Staff.]	
subaltern. [See Subaltern.]	
young, gymnastic training .. .. .	1082

## Official—

information not to be given to the press .. .. .	423
records, publication of, prohibited .. .. .	2118

## Official letters—

minutes on .. .. .	2075
opened by second in command in absence of the senior .. .. .	2085
preparation of, &c. .. .. .	2074
private letters not to be enclosed in .. .. .	2083
transmission of .. .. .	2081-2083

**Official Secrets Act**, all persons employed under G.O.C.'s,  
O.C.'s, and Staff Officers to be acquainted with .. .. .

163
-----

Oil, explosive, storage of .. .. .	344
------------------------------------	-----

## Order-book—

orders of general officers at inspection to be recorded in .. .. .	188
regimental .. .. .	2122 2123

## Orderlies —

horse infirmary .. .. .	886
hospital, female .. .. .	1723
medical inspection room .. .. .	1707
mounted, rules for .. .. .	717
post office .. .. .	738
school .. .. .	1212
ship, hired, on board .. .. .	1562

<b>Orderly adjutant</b> for camp .. .. .	225
--	-----

<b>Orderly room serjeant</b> , promotion .. .. .	754
--	-----

	Para.
<b>Militia—continued—</b>	
precedence of .. .. .	1
quartermaster, acting .. .. .	1891
"    mess, dépôt, subscriptions .. .. .	962, 963
"    soldier servants .. .. .	708
recruits of, how to be trained .. .. .	1892, 1893
"    O.C. dépôt responsible for training of .. .. .	1894
report of G.O.C. on .. .. .	202
<b>Minor Offence Report</b> .. .. .	452, 453
<b>Minute guns at funerals</b> .. .. .	101
<b>Money, public, responsibility of officers charged with</b> .. .. .	655, 688
<b>Monuments in churches and chapels</b> .. .. .	403-406
<b>Mourning, how to be worn in uniform by officers</b> .. .. .	1962, 1964
<b>Moustaches to be worn</b> .. .. .	660
<b>Movement of troops—</b>	
by land .. 1088, 1091-1093, 1322, 1323, 1330-1339, 1344-1350, 1369-1382, 1387-1431	
[See March, Baggage, Transport.]	
by sea .. .. .	1457-1604
[See Ships, Embarkation.]	
<b>Movements—</b>	
duty state to G.O.C. new district on .. .. .	1331
notice of, to Engineer officer .. .. .	315
"    officer in charge of barracks .. .. .	316
"    supplies .. .. .	1330
<b>Music, School of.</b> [See School of Music.] .. 983-988, 990-991, 1266, 1269, 1270, 1271	
<b>Musketry—</b>	
course of instruction .. .. .	1096, 1097
"    Royal Army Medical Corps .. .. .	1098
practice, attendance of medical officers .. .. .	1730
regulations, officers to have book of .. .. .	653
return, annual .. .. .	2087
school of officers at, mess contributions .. .. .	981
<b>Musters—parade, holding of, and preparation of roll</b> .. .. .	657
<b>Mutiny, penalties prescribed by Army Act for</b> .. .. .	429

## N.

<b>Nails, spare, carried in shoe cases, to be oiled</b> .. .. .	918
<b>Names of foreign places, &amp;c., to be in printed characters in</b>	
official letters .. .. .	2067
<b>Names of soldiers, change of</b> .. .. .	2146
<b>National anthem—</b>	
arrangements of .. .. .	979
when to be played at salutes .. .. .	45, 46
<b>National defences, admission to</b> .. .. .	162
<b>National festivals, foreign salutes on</b> .. .. .	87
<b>Navy —</b>	
colonies, commanding in, precedence .. .. .	22
corresponding rank .. .. .	34
improper enlistment from .. .. .	554, 555
salutes, artillery .. .. .	74
salutes by guards and sentries .. .. .	74
"    officers and soldiers .. .. .	58, 60
visits of ceremony between military officers and .. .. .	63

# Index.

484

<b>Passages of officers—continued—</b>	<b>Para.</b>
detention at port of embarkation .. .. .	1467
instructions .. .. .	1465
<b>Passages of Soldiers—</b>	
abroad, H.M. ships or transports .. .. .	1633
home, on purchase of discharge abroad.. ..	1807
to stations abroad, applications .. .. .	1462
"    "    on discharge .. .. .	1824
<b>Passage-warrants for men on furlough .. ..</b>	<b>1943, 1949</b>
<b>Passes, regulations for issue of .. .. .</b>	<b>606</b>
<b>Patents for Inventions, rules affecting officers or sub-</b>	
ordinates [App. X] .. .. .	177
<b>Patrols, detached to suppress disturbances .. ..</b>	<b>260</b>
<b>Patterns, sealed, of soldiers' dress .. .. .</b>	<b>2003</b>
<b>Pay—</b>	
advances to detachments from abroad, charges for losses ..	1613
forfeiture .. .. .	460
"    defaulter-book, entry in .. .. .	2150, 2152
"    deserters, &c. .. .. .	574, 575
issue of .. .. .	658
stoppage, while in hospital .. .. .	469
working .. .. .	291
<b>Pay Corps, qualifications of candidates for, &amp;c., and service</b>	
abroad .. .. .	1763, 771
<b>Pay Department—</b>	
abroad, period of service.. .. .	239
application .. .. .	141, 142
"    half-pay officer .. .. .	143
confidential report on .. .. .	2087
dress of officers .. .. .	2000
duties generally .. .. .	238
examination, board and subjects for .. ..	143-147
leave of absence .. .. .	1914, 1917
probation .. .. .	144
<b>Paymasters—</b>	
examine monthly return of 1st April and 1st October ..	2100
funds, regimental, not to supervise .. ..	659
leave of absence .. .. .	1914, 1917
Netley, documents for, of men sent home for discharge ..	1651
quartermaster not to perform duties of .. ..	658
sick leave at home .. .. .	1918
<b>Pay-serjeants—</b>	
appointment and duties .. .. .	760
charges against .. .. .	440
<b>Payments, responsibility of officer making .. ..</b>	<b>655</b>
<b>Penal servitude, offences punishable by, summarily disposed of</b>	<b>423</b>
<b>Pension—</b>	
advance on discharge .. .. .	1793
reckoning former service towards .. .. .	1845
<b>Permanent Staff, Militia, Yeomanry, Volunteers—</b>	
command and employment of .. .. .	1846-1850
continuance of service beyond 21 years .. ..	1757
instructions as to posting and attachment, &c. ..	1851-1854
rank .. .. .	34
transfer for service on .. .. .	1767, 1768
<b>Physical Training, efficiency of corps in, to be tested ..</b>	<b>182</b>
<b>Pigs not to be kept in boundaries of barracks, &amp;c. ..</b>	<b>341</b>
<b>Pioneers—</b>	
artificers, regimental, regarded as .. .. .	797
beards to be worn by .. .. .	650

<b>Non-commissioned officers—continued—</b>		Pam.
vacancies at depot .. .. .	.. .. .	1881
warrant rank monthly return of, recommended for ..	.. .. .	2087
<b>Non-effective men, disposal of defaulter sheets of</b> ..	.. .. .	2153-2155
<b>North America, period of year for embarkation for</b> ..	.. .. .	1457
<b>Numbering—</b>		
of horses .. .. .	.. .. .	823-825, 849
.. verifying periodically .. .. .	.. .. .	853
soldiers, rules for .. .. .	.. .. .	2142-2145

## O.

<b>Officers—</b>		
abroad, disposal of .. .. .	.. .. .	504
commanding officer, disposal of, by .. .. .	.. .. .	426, 454
court-martial, selection of .. .. .	.. .. .	486
disposal of, when left to discretion of C.O. .. .. .	.. .. .	490
hospital, involving detention in .. .. .	.. .. .	469
investigation further offences discovered during ..	.. .. .	458
minor award of punishment .. .. .	.. .. .	453
.. investigation of charges and entries .. .. .	.. .. .	452
.. omitted from charges in court-martial .. .. .	.. .. .	503
.. punishment for, delegation of powers by C.O. ..	.. .. .	466
B.C.O. report of conviction by civil power .. .. .	.. .. .	470
.. reprimand .. .. .	.. .. .	464
private, ademption .. .. .	.. .. .	407, 464
punishable with death or penal servitude .. .. .	.. .. .	483, 486
sentence committed while under .. .. .	.. .. .	459
summary disposal of .. .. .	.. .. .	454
.. .. grave offences .. .. .	.. .. .	483, 484
.. .. punishments .. .. .	.. .. .	460
superior authority, referred to .. .. .	.. .. .	481
superior, against .. .. .	.. .. .	488
<b>Officers—</b>		
absent how accounted for in monthly returns ..	.. .. .	2021
appointment, promotion, &c. .. .. .	.. .. .	100
army and navy, limits of command .. .. .	.. .. .	33
arrival in England, to report .. .. .	.. .. .	1927
bankrupt, report and disposal of .. .. .	.. .. .	419
battalion cannot be selected by .. .. .	.. .. .	121
books to be kept by .. .. .	.. .. .	658
character impugned .. .. .	.. .. .	417
.. of, returning home, affected .. .. .	.. .. .	1925
clothes, plain, when worn .. .. .	.. .. .	1906
command of company, &c. .. .. .	.. .. .	683, 685
commanding [See <b>Commanding officer.</b> ] .. .. .	.. .. .	
comparisons by guards to those in uniform only ..	.. .. .	68
conduct of, when reported .. .. .	.. .. .	679
confirming [See <b>Confirming officer.</b> ] .. .. .	.. .. .	523-527
correspondence on appointment, promotion, &c. ..	.. .. .	115, 2069
defendants in proceedings under ordinary law .. ..	.. .. .	424
detention, attached to other corps during .. .. .	.. .. .	1336, 1467
disputes of, submitted to C.O. .. .. .	.. .. .	609
embarkation, detained at port of .. .. .	.. .. .	1467
.. reports of individual .. .. .	.. .. .	1468
.. uniform, in .. .. .	.. .. .	1532
examination of, by C.O. periodically .. .. .	.. .. .	676
foreign courts presentation at .. .. .	.. .. .	1940
general [See <b>General officers.</b> ] .. .. .	.. .. .	
illness, dangerous, report of .. .. .	.. .. .	2101
inactive sent home from abroad, report of .. .. .	.. .. .	1926

# Index.

484

<b>Passages of officers—continued—</b>	<b>Para.</b>
detention at port of embarkation .. .. .	1467
instructions .. .. .	1465
<b>Passages of Soldiers—</b>	
abroad, H.M. ships or transports .. .. .	1633
home, on purchase of discharge abroad.. .. .	1807
to stations abroad, applications .. .. .	1462
“ “ on discharge .. .. .	1824
<b>Passage-warrants</b> for men on furlough .. .. .	1943, 1948
<b>Passes</b> , regulations for issue of .. .. .	606
<b>Patents for Inventions</b> , rules affecting officers or sub-ordinates [App. X] .. .. .	177
<b>Patrols</b> , detached to suppress disturbances .. .. .	263
<b>Patterns</b> , sealed, of soldiers' dress .. .. .	2008
<b>Pay—</b>	
advances to detachments from abroad, charges for losses .. .. .	1643
forfeiture .. .. .	460
“ defaulters-book, entry in .. .. .	2150, 2152
“ deserters, &c. .. .. .	574, 575
issue of .. .. .	658
stoppage, while in hospital .. .. .	463
working .. .. .	294
<b>Pay Corps</b> , qualifications of candidates for, &c., and service abroad .. .. .	1763, 771
<b>Pay Department—</b>	
abroad, period of service.. .. .	239
application .. .. .	141, 142
“ half-pay officer .. .. .	143
confidential report on .. .. .	2087
dress of officers .. .. .	2000
duties generally .. .. .	238
examination, board and subjects for .. .. .	143-147
leave of absence .. .. .	1914, 1917
probation .. .. .	144
<b>Paymasters—</b>	
examine monthly return of 1st April and 1st October .. .. .	2100
funds, regimental, not to supervise .. .. .	659
leave of absence .. .. .	1914, 1917
Netley, documents for, of men sent home for discharge .. .. .	1651
quartermaster not to perform duties of .. .. .	658
sick leave at home .. .. .	1918
<b>Pay-serjeants—</b>	
appointment and duties .. .. .	760
charges against .. .. .	460
<b>Payments</b> , responsibility of officer making .. .. .	655
<b>Penal servitude</b> , offences punishable by, summarily disposed of .. .. .	483
<b>Pension—</b>	
advance on discharge .. .. .	1793
reckoning former service towards .. .. .	1845
<b>Permanent Staff, Militia, Yeomanry, Volunteers—</b>	
command and employment of .. .. .	1846-1850
continuance of service beyond 21 years .. .. .	1757
instructions as to posting and attachment, &c. .. .. .	1851-1868
rank .. .. .	38
transfer for service on .. .. .	1767, 1768
<b>Physical Training</b> , efficiency of corps in, to be tested .. .. .	182
<b>Plas</b> not to be kept in boundaries of barracks, &c. .. .. .	341
<b>Pioneers—</b>	
artificers, regimental, regarded as .. .. .	797
beards to be worn by .. .. .	600

						Para.
<b>Orders—</b>						
Army, book for .. .. .	..	..	..	..	..	2122
C.O., temporary or absent, not to issue..	..	..	..	..	..	675
ignorance of, no excuse for non-observance	..	..	..	..	..	654, 673
officers returning from leave to read up	..	..	..	..	..	1898
promulgation of, regimentally .. .. .	..	..	..	..	..	654, 673
regimental, book for .. .. .	..	..	..	..	..	2123
„ charges for barrack damages published in	..	..	..	..	..	320
„ extracts from .. .. .	..	..	..	..	..	654, 673
„ laudatory, on officers, forbidden .. ..	..	..	..	..	..	416
schoolmasters, available for reference ..	..	..	..	..	..	1211
<b>Orders and decorations—</b>						
foreign ; cannot be replaced .. .. .	..	..	..	..	..	2060, 2061
wearing of .. .. .	..	..	..	..	..	1961, 2022
<b>Ordnance—</b>						
Artillery Militia and Volunteers, changes in	..	..	..	..	..	2087
garrison, inspection of .. .. .	..	..	..	..	..	193
returns of, annual.. .. .	..	..	..	..	..	2078
<b>Ordnance College</b> , classes and instruction at	..	..	..	..	..	1155-1162
<b>Ordnance Corps—</b>						
command of .. .. .	..	..	..	..	..	236
confidential reports and returns.. .. .	..	..	..	..	..	2087
inspection, annual, of, by general officers	..	..	..	..	..	200
transfer to .. .. .	..	..	..	..	..	1767, 1768
<b>Ordnance Department—</b>						
dress of officers .. .. .	..	..	..	..	..	1999
duties of .. .. .	..	..	..	..	..	235
inspection .. .. .	..	..	..	..	..	200
reports on, confidential .. .. .	..	..	..	..	..	2087
<b>Overpayments</b> , G.O.C.'s may waive, in certain cases	..	..	..	..	..	163A

## P.

<b>Pantaloons—</b>						
when gold-laced are worn .. .. .	..	..	..	..	..	1263
buckskin worn by Field Marshals .. .. .	..	..	..	..	..	1972
„ mounted officers on parade .. .. .	..	..	..	..	..	1970
<b>Parades—</b>						
cleaning of, by fatigue-parties .. .. .	..	..	..	..	..	342
command of, by field officers and captains	..	..	..	..	..	677
corps, formation on .. .. .	..	..	..	..	..	2
dress of men .. .. .	..	..	..	..	..	2018
„ officers .. .. .	..	..	..	..	..	1954
horse, general, weekly .. .. .	..	..	..	..	..	853
infantry, daily, in marching order dress	..	..	..	..	..	2018
inspection, yearly, attendance at .. .. .	..	..	..	..	..	184
march, evening, on the line of .. .. .	..	..	..	..	..	1373
medals, good conduct, presented on .. ..	..	..	..	..	..	2057
medical officers, attendance .. .. .	..	..	..	..	..	1729
muster, half-yearly .. .. .	..	..	..	..	..	667
ship, on board .. .. .	..	..	..	..	..	1585, 1586
war-game counts as .. .. .	..	..	..	..	..	1170
<b>Parties—</b>						
billeted, when .. .. .	..	..	..	..	..	1375
detained in London where to report .. ..	..	..	..	..	..	1335
<b>Passages of officers --</b>						
abroad, authority for .. .. .	..	..	..	..	..	1466
„ H.M. troop-ships or transport .. .. .	..	..	..	..	..	1633
departure, report of .. .. .	..	..	..	..	..	1468



<b>Precedence—continued—</b>							<b>Para.</b>
officers', general rules	..	..	..	..	..	..	3
„ local and temporary rank	..	..	..	..	..	..	9
„ Malta artillery	..	..	..	..	..	..	3
„ temporary rank	..	..	..	..	..	..	10
warrant and N.O.O.'s	..	..	..	..	..	..	37, 38
<b>Presbyterian soldiers to be marched to their own church</b>	..	..	..	..	..	..	1203
<b>Presentation—</b>							
of officers at foreign courts	..	..	..	..	..	..	1211
of plate to officers' messes forbidden	..	..	..	..	..	..	940
<b>Presents not to be accepted by officers from their sub-</b>	..	..	..	..	..	..	
ordinates	..	..	..	..	..	..	415
<b>Press, publishing information in the</b>	..	..	..	..	..	..	423
<b>Prince of Wales, salutes to be paid to standard of the</b>	..	..	..	..	..	..	78, 81
<b>Prisoners—</b>							
abroad, commitment	..	..	..	..	..	..	589-591
„ custody intermediate	..	..	..	..	..	..	591
„ release on disembarkation	..	..	..	..	..	..	606
„ removal for change of station	..	..	..	..	..	..	607-609
„ removal for embarkation for	..	..	..	..	..	..	601, 602
„ transferred home..	..	..	..	..	..	..	591-593, 1652
„ „ „ sent to home battalion on release	..	..	..	..	..	..	593
bedding allowed to	..	..	..	..	..	..	443
clothing	..	..	..	..	..	..	635
commitment	..	..	..	..	..	..	588
„ abroad	..	..	..	..	..	..	589-591
„ „ transferred home	..	..	..	..	..	..	591, 592
„ form of order for	..	..	..	..	..	..	588
„ medical certificate accompanies	..	..	..	..	..	..	594
conveyance to prison	..	..	..	..	..	..	620
convicts	..	..	..	..	..	..	582-585
court martial, charge of, during..	..	..	..	..	..	..	515
“crime,” furnished on commitment to custody	..	..	..	..	..	..	431
custody, beyond eight days without trial, report of	..	..	..	..	..	..	432
„ ship, on board	..	..	..	..	..	..	603
detention, temporary, in police cells	..	..	..	..	..	..	441, 596
discharged from provost prison	..	..	..	..	..	..	614, 615, 630
„ „ public prison	..	..	..	..	..	..	613
„ „ service, abroad	..	..	..	..	..	..	613
disposal of, abroad, sent home	..	..	..	..	..	..	591, 592
„ „ „ „ commitment	..	..	..	..	..	..	592
„ „ „ „ custody of	..	..	..	..	..	..	1652
„ „ „ „ release, disposal of	..	..	..	..	..	..	593
„ accommodation wanting	..	..	..	..	..	..	596
„ daily, in guard room..	..	..	..	..	..	..	452
„ forms for	..	..	..	..	..	..	579
„ guard reports	..	..	..	..	..	..	270
„ powers of authorities	..	..	..	..	..	..	580
escorts. [See also Escorts.]	..	..	..	..	..	..	617-623, 2019
„ civil courts, for witnesses, expenses	..	..	..	..	..	..	599
„ ship, on board	..	..	..	..	..	..	606
examination or trial, under, caps, &c., taken away	..	..	..	..	..	..	449
exercise of, for preservation of health	..	..	..	..	..	..	448
forms for commitment, discharge, &c.	..	..	..	..	..	..	579, 625, 626
guard reports	..	..	..	..	..	..	270
handcuffing, court-martial, before	..	..	..	..	..	..	515
„ marched through the streets	..	..	..	..	..	..	621
hospitals, soldiers temporarily employed	..	..	..	..	..	..	1714
„ patients..	..	..	..	..	..	..	1714
medical certificate accompanies commitment	..	..	..	..	..	..	594
„ examination, before trial	..	..	..	..	..	..	515

**Prisoners—continued—**

	Para.
medical history sheets, sent with to military prison ..	595
of war, court of inquiry on officers .. ..	544
private property of .. ..	690, 691
"    "    " provost prisons, in .. ..	634
release abroad, on disembarkation .. ..	605
"    after 48 hours if "crime" not delivered .. ..	481
"    duty, not to do on day of .. ..	616
"    escort of N.C.O. on .. ..	622
"    evidence insufficient .. ..	457
"    expiration of sentence, calculation of .. ..	624
"    "    " provost prisons .. ..	637
"    transferred from abroad .. ..	593
remanded .. ..	452
remission of imprisonment .. ..	612
removal from provost prison .. ..	611
"    " public prison, abroad .. ..	607-610
"    "    " change of station, abroad .. ..	607
"    "    "    " at home .. ..	597
"    "    "    " for embarkation .. ..	593, 601-603
"    "    "    " for trial .. ..	598-600
"    "    "    " to another prison, abroad .. ..	610
"    "    "    "    " at home .. ..	597
return of, for removal for embarkation.. ..	601
"    liable for general service .. ..	523
ship, on board, detention in custody .. ..	591, 602, 603, 605
"    " employment on duty .. ..	1595
"    " escort, with unarmed draft .. ..	606
"    " release on disembarkation .. ..	605
"    " removal for embarkation .. ..	598, 601
witness in civil court, removal for .. ..	589

[See also Arrest, Convicts.]

**Prisoners of war, court of inquiry on officers and soldiers .. 544****Prisoners' room, definition of term .. 441****Prisons—**

civil, abroad, authorization .. ..	530
"    " commitment to .. ..	589, 590
"    " removal from one to another .. ..	610
"    " transfer home .. ..	591, 592
arrival at, time for .. ..	617
commitment, convicts .. ..	582-585
" prisoners .. ..	586-588
discharge from .. ..	612
medical certificate sent to .. ..	574
removal from one to another .. ..	604, 610
temporary confinement .. ..	441, 596
military, abroad, commitment to .. ..	589
"    " removal from one to another .. ..	610
"    " transfer home .. ..	591, 592
arrival at, time for .. ..	617
commitment .. ..	546, 549
discharge from .. ..	612
governors of, appointment .. ..	143
medical certificate sent to .. ..	594
" history sent to.. ..	575
prisoners sent to .. ..	591, 627
punishment in, entry of in defaulter-book .. ..	2150
removal from one to another .. ..	604, 610
rules for.. ..	627
provost, cells, inspection of .. ..	631, 632
commitment to.. ..	586, 628

(Q 2)

2 1 2

<b>Precedence—continued—</b>							<b>Para.</b>
officers', general rules	..	..	..	..	..	..	3
„ local and temporary rank	..	..	..	..	..	..	9
„ Malta artillery	..	..	..	..	..	..	3
„ temporary rank	..	..	..	..	..	..	10
warrant and N.O.O.'s	..	..	..	..	..	..	37, 38
<b>Presbyterian soldiers to be marched to their own church</b>	..	..	..	..	..	..	1303
<b>Presentation—</b>							
of officers at foreign courts	..	..	..	..	..	..	1211
of plate to officers' messes forbidden	..	..	..	..	..	..	940
<b>Presents not to be accepted by officers from their sub-</b>	..	..	..	..	..	..	
ordinates	..	..	..	..	..	..	415
<b>Press, publishing information in the</b>	..	..	..	..	..	..	423
<b>Prince of Wales, salutes to be paid to standard of the</b>	..	..	..	..	..	..	78, 81
<b>Prisoners—</b>							
abroad, commitment	..	..	..	..	..	..	589-591
„ custody intermediate	..	..	..	..	..	..	591
„ release on disembarkation	..	..	..	..	..	..	605
„ removal for change of station	..	..	..	..	..	..	607-609
„ removal for embarkation for	..	..	..	..	..	..	601, 602
„ transferred home..	..	..	..	..	..	..	591-593, 1652
„ „ „ sent to home battalion on release	..	..	..	..	..	..	593
bedding allowed to	..	..	..	..	..	..	448
clothing	..	..	..	..	..	..	635
commitment	..	..	..	..	..	..	586
„ abroad	..	..	..	..	..	..	589-591
„ „ transferred home	..	..	..	..	..	..	591, 592
„ form of order for	..	..	..	..	..	..	588
„ medical certificate accompanies	..	..	..	..	..	..	594
conveyance to prison	..	..	..	..	..	..	620
convicts	..	..	..	..	..	..	582-585
court martial, charge of, during..	..	..	..	..	..	..	515
“crime,” furnished on commitment to custody	..	..	..	..	..	..	431
custody, beyond eight days without trial, report of	..	..	..	..	..	..	432
„ ship, on board	..	..	..	..	..	..	603
detention, temporary, in police cells	..	..	..	..	..	..	441, 596
discharged from provost prison	..	..	..	..	..	..	614, 615, 630
„ „ public prison	..	..	..	..	..	..	613
„ „ service, abroad	..	..	..	..	..	..	618
disposal of, abroad, sent home	..	..	..	..	..	..	591, 592
„ „ „ „ commitment	..	..	..	..	..	..	592
„ „ „ „ custody of	..	..	..	..	..	..	1652
„ „ „ „ release, disposal of	..	..	..	..	..	..	593
„ accommodation wanting	..	..	..	..	..	..	586
„ daily, in guard room..	..	..	..	..	..	..	452
„ forms for	..	..	..	..	..	..	579
„ guard reports	..	..	..	..	..	..	270
„ powers of authorities	..	..	..	..	..	..	540
escorts. [See also Escorts.]	..	..	..	..	..	..	617-623, 2019
„ civil courts, for witnesses, expenses	..	..	..	..	..	..	599
„ ship, on board	..	..	..	..	..	..	606
examination or trial, under, caps, &c., taken away	..	..	..	..	..	..	449
exercise of, for preservation of health	..	..	..	..	..	..	448
forms for commitment, discharge, &c.	..	..	..	..	..	..	579, 625, 626
guard reports	..	..	..	..	..	..	270
handcuffing, court-martial, before	..	..	..	..	..	..	515
„ marched through the streets	..	..	..	..	..	..	621
hospitals, soldiers temporarily employed	..	..	..	..	..	..	1714
„ patients..	..	..	..	..	..	..	1714
medical certificate accompanies commitment	..	..	..	..	..	..	594
„ examination, before trial	..	..	..	..	..	..	515

Prisoners—continued—				Para.
medical history sheets, sent with to military prison ..	..	..	..	595
of war, court of inquiry on officers ..	..	..	..	544
private property of ..	..	..	..	600, 601
" " provost prisons, in ..	..	..	..	604
release abroad, on disembarkation ..	..	..	..	605
" after 48 hours if "crime" not delivered ..	..	..	..	481
" duty, not to do on day of ..	..	..	..	616
" escort of N.C.O. on ..	..	..	..	622
" evidence insufficient ..	..	..	..	457
" expiration of sentence, calculation of ..	..	..	..	624
" " provost prisons ..	..	..	..	627
" transferred from abroad ..	..	..	..	599
remanded ..	..	..	..	452
remission of imprisonment ..	..	..	..	612
removal from provost prison ..	..	..	..	611
" " public prison, abroad ..	..	..	..	607-610
" " " change of station, abroad ..	..	..	..	607
" " " " at home ..	..	..	..	597
" " " for embarkation ..	595,	601-603	..	
" " " for trial ..	598-600	..	..	
" " " to another prison, abroad ..	..	..	..	610
" " " " at home ..	..	..	..	597
return of, for removal for embarkation ..	..	..	..	601
" liable for general service ..	..	..	..	522
ship, on board, detention in custody ..	591,	602, 603, 605	..	
" " employment on duty ..	..	..	..	1596
" " escort, with unarmed draft ..	..	..	..	608
" " release on disembarkation ..	..	..	..	605
" " removal for embarkation ..	598,	601	..	
witness in civil court, removal for ..	..	..	..	599
[See also Arrest, Convicts.]				
Prisoners of war, court of inquiry on officers and soldiers ..	..	..	..	544
Prisoners' room, definition of term ..	..	..	..	441
Prison—				
civil, abroad, authorization ..	..	..	..	520
" " commitment to ..	..	..	..	589, 590
" " removal from one to another ..	..	..	..	610
" " transfer home ..	..	..	..	591, 592
arrival at, time for ..	..	..	..	617
commitment, convicts ..	..	..	..	582-585
" prisoners ..	..	..	..	586-588
discharge from ..	..	..	..	612
medical certificate sent to ..	..	..	..	504
removal from one to another ..	..	..	..	604, 610
temporary confinement ..	..	..	..	441, 598
military, abroad, commitment to ..	..	..	..	589
" " removal from one to another ..	..	..	..	610
" " transfer home ..	..	..	..	591, 592
arrival at, time for ..	..	..	..	617
commitment ..	..	..	..	540, 544
discharge from ..	..	..	..	612
governors of, appointment ..	..	..	..	149
medical certificate sent to ..	..	..	..	594
" history sent to ..	..	..	..	595
prisoners sent to ..	..	..	..	593, 627
punishment in, entry of in default-book ..	..	..	..	2150
removal from one to another ..	..	..	..	604, 610
rules for ..	..	..	..	627
provost, cells, inspection of ..	..	..	..	631, 632
commitment to ..	..	..	..	586, 602
(U S )				212

**Prisons—continued—**

	Para.
commitment to, form for .. .. .	588
„ medical certificate accompanies ..	594
„ temporary custody, after sentence ..	586, 628
„ „ before „ ..	629
„ „ discharge from ..	630
„ time for .. .. .	634
definition of .. .. .	628
discharge from .. .. .	614, 615
„ temporary custody .. .. .	630
garrison, accommodation in to be ascertained ..	642
„ control and supervision of .. .. .	639
„ inspection of cells, daily .. .. .	639
„ provost-serjeant. [See Provost-serjeant.]	640, 646
inspection, periodical .. .. .	633
medical examination of prisoners .. .. .	636
private property, arms, &c., taken from prisoners ..	634
punishment in, entry in defaulter-book .. .. .	2150
regimental, control and supervision of .. .. .	647
„ detachments, charge of .. .. .	648
„ inspections, daily .. .. .	649
„ prisoners of other corps .. .. .	650
„ provost-serjeant. [See Provost-serjeant.]	647, 653
release, on expiration of sentence .. .. .	637
„ time for .. .. .	634
removal from one to another .. .. .	611
return of prisoners, quarterly .. .. .	2087
rules for .. .. .	628
sentence, expiration of, procedure .. .. .	637
uniform for Sunday use .. .. .	635
<b>Prize money</b> , how disposed of .. .. .	176
<b>Processions</b> , political, troops not to join in .. .. .	420
<b>Professional training</b> , of all ranks, G.O.C.'s responsible for ..	156
<b>Proficiency of officers</b> after two years in each rank .. .. .	685
<b>Promotion—</b>	
applications, transmission of .. .. .	115
certificate in lieu of examination for .. .. .	1177
„ of qualification for .. .. .	1172
confidential reports, a guide in selecting for .. .. .	213
„ „ fitness of senior officers for .. .. .	203, 210
declaration on .. .. .	111-113
examination for. [See Examination.] .. .. .	1156-1159,
	1162, 1172-1193, 1291
„ „ syllabus of subjects. Appendix II.	
Gazette, notification in .. .. .	110
general instructions, officers .. .. .	109-141
„ „ warrant officers, N.C.O.'s, and men	740-748
leave of absence cancelled by .. .. .	1900
„ „ on .. .. .	127
majors to be tested in tactical fitness for command. [See	
Appendix VIII] .. .. .	1194-1197
N.C.O. .. .. .	761
„ band, instruction for .. .. .	590
„ certificates necessary .. .. .	746, 747, 768
„ examination, professional .. .. .	1229-1234, 1237
„ second lieutenant, to .. .. .	118, 119
„ „ „ qualifications required ..	1174, 1181
„ warrant rank, defaulter sheet .. .. .	2157
orderly-room serjeant .. .. .	754
rules for .. .. .	109
warrant officer to second lieutenant .. .. .	118, 119, 1174, 1181

						Para.
<b>Property—</b>						
of men under sentence, and deserters	..	..	..	..	..	690, 691
„ sick or dying at sea	..	..	..	..	..	1594
private, to be respected by soldiers	..	..	..	..	..	159
<b>Prosecutor, appointment of and duties of..</b>	..	..	..	..	..	500, 510
<b>Protecting certificate</b>	..	..	..	..	..	551
<b>Provisions, instruction of officers in quality of</b>	..	..	..	..	..	1253
<b>Provost Cook</b>	..	..	..	..	..	643, 647
<b>Provost-marshal, appointment and duties of</b>	..	..	..	..	..	535, 536
<b>Provost-prisons, garrison and regimental. [See Prisons.]</b>						
<b>Provost-serjeant—</b>						
disposal of prisoners by, if not sent for from corps	..	..	..	..	..	637
garrison, appointment	..	..	..	..	..	638
„ assistants	..	..	..	..	..	643
„ command of	..	..	..	..	..	646
„ duties, garrison..	..	..	..	..	..	644
„ „ prison	..	..	..	..	..	640-642
„ garrison police to assist	..	..	..	..	..	645, 646
regimental, appointment	..	..	..	..	..	647
„ assistants	..	..	..	..	..	647
„ duties	..	..	..	..	..	652
„ police to assist	..	..	..	..	..	651, 652
<b>Publication—</b>						
of military information forbidden	..	..	..	..	..	423
of official records forbidden	..	..	..	..	..	2118
<b>Punishment—</b>						
absence without leave	..	..	..	..	..	400
commanding officer, by, summary	..	..	..	..	..	400
confirming officer regulates	..	..	..	..	..	523
defaulter-book, regimental, entry in	..	..	..	..	..	2150-2152
disease, concealment of	..	..	..	..	..	430
employment of generally..	..	..	..	..	..	417
illegal or excessive, remission, &c., by G.O.C...	..	..	..	..	..	471
minor by commanding officers	..	..	..	..	..	474
„ „ company officers	..	..	..	..	..	466
N.C.O. not liable to	..	..	..	..	..	464
officers commanding companies, &c., by	..	..	..	..	..	466
sent home for	..	..	..	..	..	522
summary by C.O...	..	..	..	..	..	460
„ „ offences liable to	..	..	..	..	..	454
<b>Punishment-drill, rules for</b>	..	..	..	..	..	462
<b>Pupil Teacher, examination for</b>	..	..	..	..	..	1227, 1228

## Q.

<b>Quartering, of men</b>	..	..	..	..	..	664
<b>Quartermaster-general—</b>						
arrangements for embarkation by	..	..	..	..	..	1437
duties of	..	..	..	..	..	App. I
periodical returns for	..	..	..	..	..	2047
<b>Quartermasters—</b>						
ammunition, issued by	..	..	..	..	..	2032
arms and munitions at depot, charge of	..	..	..	..	..	1850
barrack, inspections, attendance at	..	..	..	..	..	316
books of	..	..	..	..	..	2119, 2120
continuance in service of, recommendation	..	..	..	..	..	140
funds, regimental, not to supervise	..	..	..	..	..	659
not to perform cash duties except when sub-accountants	..	..	..	..	..	657
pay, increase of, application for..	..	..	..	..	..	149



# Index.

490

<b>Quartermasters—continued—</b>	Para.
paymasters, not to perform duties of .. .. .	658
stores, responsibility for .. .. .	656
<b>Quartermaster, Militia, Yeomanry and Volunteers—</b>	
confidential report on .. .. .	306
militia, depôt, acting at .. .. .	1891
" soldier servant .. .. .	708
<b>Quartermaster-serjeant-carrier—</b>	
" promotion to, certificate .. .. .	708
services of, at disposal of veterinary officer .. .. .	880
<b>Quarters—</b>	
allotment of quarters .. .. .	363-398
demands, &c., for, to whom made .. .. .	368
London, parties proceeding through .. .. .	1335
men, arrangement in .. .. .	664
officers, choice of .. .. .	370, 371
" servants not to sleep in kitchens .. .. .	374
" unoccupied .. .. .	378
precautions against fire .. .. .	343-355
sanitary arrangements .. .. .	332-342
<b>Queen—</b>	
birthday of Her Majesty, when to be observed .. .. .	78
honours to be paid by the troops to .. .. .	41, 45, 46
royal salute from forts and batteries to the .. .. .	78
<b>Queen's regulations, officers to be in possession of latest edition</b>	658

## R.

<b>Race meetings, luncheon parties at .. .. .</b>	970
<b>Railway transport—</b>	
accidents during .. .. .	1412
arrangement of carriages left to railway authorities .. .. .	1378
arrangements, by whom made .. .. .	1380
artillery, detraining guns, wagons, &c. .. .. .	1402, 1421
" " horses .. .. .	1421
" " men .. .. .	1418
" entraining guns, wagons, &c. .. .. .	1379, 1387-1389, 1391
" " horses .. .. .	1393
" " men .. .. .	1404
assistance to authorities .. .. .	1378
baggage, cavalry .. .. .	1403
" heavy .. .. .	1426
" light .. .. .	1382
rattle trucks, inspection, preparation of .. .. .	1392
cavalry, arrival at station, arrangements .. .. .	1393
" baggage .. .. .	1403
" detraining horses .. .. .	1399, 1402, 1419, 1420
" detraining men .. .. .	1418
" entraining horses .. .. .	1393-1400, 1402, 1420
" " men .. .. .	1405, 1406
departure of train, procedure .. .. .	1408
" " report by telegraph .. .. .	1409
dismounted troops .. .. .	1381, 1417, 1418
engineers' wagons, mode of loading in trucks .. .. .	1390
entraining men .. .. .	1406
families, procedure with .. .. .	1382
halt during journey .. .. .	1411
horses, feeding and conveyance of forage .. .. .	1413
" sick or lame .. .. .	1340
" watering .. .. .	1410, 1413

Railway transport—continued—						Para.
infantry, detraining and marching off .. ..	..	..	..	..	..	1417, 1418
" detraining men .. ..	..	..	..	..	..	1381
London, through, under routes .. ..	..	..	..	..	..	1335
notice to station-masters .. ..	..	..	..	..	..	1380
number of men in each carriage .. ..	..	..	..	..	..	1379, 1404, 1407
officers, at reduced scale of fare .. ..	..	..	..	..	..	1371, 1372
platforms, assistance in keeping clear .. ..	..	..	..	..	..	1378
prisoners .. ..	..	..	..	..	..	616, 2019
refreshments during .. ..	..	..	..	..	..	1410
time required for arrangements .. ..	..	..	..	..	..	1405, 1416
warrant officers, reduced fares .. ..	..	..	..	..	..	1339
warrants to soldiers on furlough .. ..	..	..	..	..	..	1943
Range taking, instruction in—						
artillery .. ..	..	..	..	..	..	1123
" inspection of .. ..	..	..	..	..	..	1123
cavalry and infantry .. ..	..	..	..	..	..	1120
" " inspection of .. ..	..	..	..	..	..	1121
Ranges—						
correspondence regarding .. ..	..	..	..	..	..	2072
returns, annual .. ..	..	..	..	..	..	2067
Rank—						
boards, courts of inquiry, &c., presidency .. ..	..	..	..	..	..	636
lowest field officers, captains as .. ..	..	..	..	..	..	261
brigade-majors .. ..	..	..	..	..	..	11
brigadier-generals .. ..	..	..	..	..	..	9
colonies, commanders-in-chief .. ..	..	..	..	..	..	25
corresponding, of officers of army and navy .. ..	..	..	..	..	..	22, 24
" " of consular service .. ..	..	..	..	..	..	26
" " of regular forces, marines, and militia, yeomanry, volunteers .. ..	..	..	..	..	..	3
general rules, Royal warrant .. ..	..	..	..	..	..	9
honorary, privileges of .. ..	..	..	..	..	..	15
local and temporary rank .. ..	..	..	..	..	..	9, 10
" rank conferred by Colonial Government .. ..	..	..	..	..	..	24
Malta Artillery, officers .. ..	..	..	..	..	..	3
non-commissioned officers .. ..	..	..	..	..	..	745, 757
resignation, officers after .. ..	..	..	..	..	..	18
Rations—						
bread and meat, inspection of .. ..	..	..	..	..	..	700
ship, on board, payment for .. ..	..	..	..	..	..	1668
" " returns, when deficient .. ..	..	..	..	..	..	1661
supply to troops ordered to move .. ..	..	..	..	..	..	1230
Reading Rooms, provision of .. ..	..	..	..	..	..	1019
Re-appropriations .. ..	..	..	..	..	..	256-262
Rear-guards, on the march, duties of .. ..	..	..	..	..	..	1091
Reckoning of service—						
towards limited engagement .. ..	..	..	..	..	..	1841-1844
reckoning former service .. ..	..	..	..	..	..	1845
Reconnoissances -						
instruction in, general regulations respecting .. ..	..	..	..	..	..	1126-1140
" for N.C.O. .. ..	..	..	..	..	..	1126
" officers .. ..	..	..	..	..	..	1126
Record of services—						
of officers .. ..	..	..	..	..	..	2124
" mode of keeping .. ..	..	..	..	..	..	2124
of soldiers. [See also Attestations.] .. ..	..	..	..	..	..	2125
" copy of .. ..	..	..	..	..	..	1830
Records—						
court-martial .. ..	..	..	..	..	..	2155-2162
historical, of regiments preserved in British Museum .. ..	..	..	..	..	..	2174

<b>Recreation rooms—</b>							<b>Para.</b>
general regulations for management, &c., of .. ..	..	..	..	..	..	..	1019-1027
intoxicants strictly prohibited .. ..	..	..	..	..	..	..	1020
refreshments, supply of .. ..	..	..	..	..	..	..	1020
report, annual of .. ..	..	..	..	..	..	..	2087
" on inspection of G.O. .. ..	..	..	..	..	..	..	1061
smoking .. ..	..	..	..	..	..	..	1020
subscriptions .. ..	..	..	..	..	..	..	1022
<b>Recruiters—</b>							
recommendation for employment as, discharged men..	..	..	..	..	..	..	1800
routes for .. ..	..	..	..	..	..	..	1350
<b>Recruiting—</b>							
artillery, O.C. Militia and Volunteer Artillery superintends	..	..	..	..	..	..	1849
correspondence regarding .. ..	..	..	..	..	..	..	2083
instructions for .. ..	..	..	..	..	..	..	1742
O.C. regimental district superintends .. ..	..	..	..	..	..	..	1846
on the line of march .. ..	..	..	..	..	..	..	1831
report, quarterly, district .. ..	..	..	..	..	..	..	2087
Recruiting officer, duties in absence of .. ..	..	..	..	..	..	..	1896
<b>Recruits—</b>							
Artillery, training, course of instruction .. ..	..	..	..	..	..	..	1086
" " drill record book .. ..	..	..	..	..	..	..	1065
discharge for defective intelligence .. ..	..	..	..	..	..	..	1803, 1806
" under 3 months' service .. ..	..	..	..	..	..	..	1803, 1806
fencing and single stick drill .. ..	..	..	..	..	..	..	1104
gymnastic instruction .. ..	..	..	..	..	..	..	1061, 1078-1082
infantry, dépôt, training at .. ..	..	..	..	..	..	..	1070-1072, 1894
" " " " medical charge .. ..	..	..	..	..	..	..	1071
" home battalion, instruction with .. ..	..	..	..	..	..	..	1077
" " " posting to companies .. ..	..	..	..	..	..	..	1075
" " " sent to, periods for and returns .. ..	..	..	..	..	..	..	1073
militia, training of .. ..	..	..	..	..	..	..	1892-1894
return of disposal of, at home .. ..	..	..	..	..	..	..	2087
returns relative to .. ..	..	..	..	..	..	..	2087
routes for .. ..	..	..	..	..	..	..	1350
ship, drill of, on board .. ..	..	..	..	..	..	..	1586
trades, testing in, and classified by .. ..	..	..	..	..	..	..	800
" not finally approved, to R.A., R.E., Foot Guards ..	..	..	..	..	..	..	1767
" under 3 months' service .. ..	..	..	..	..	..	..	1767
<b>Reduction—</b>							
acting N.C.O. .. ..	..	..	..	..	..	..	464, 758
armourer-serjeants .. ..	..	..	..	..	..	..	750
defaulter-book, entry of, in .. ..	..	..	..	..	..	..	2150
R.A.M. Corps, orderlies of .. ..	..	..	..	..	..	..	460
N.C.O. on conviction by civil power .. ..	..	..	..	..	..	..	470
" rank in lower grade .. ..	..	..	..	..	..	..	759
ordnance artificers .. ..	..	..	..	..	..	..	752
<b>Re-engagement</b> .. ..							1747
attestation, duplicate compared with original .. ..	..	..	..	..	..	..	2135
conditions under which soldiers are permitted to re-	..	..	..	..	..	..	
engage.. ..	..	..	..	..	..	..	1747-1755
<b>Refreshment Department</b> .. ..							1005, 1006
Refuse fund from cooking, disposal of .. ..	..	..	..	..	..	..	707
<b>Regimental—</b>							
bands .. ..	..	..	..	..	..	..	972
book: .. ..	..	..	..	..	..	..	2109, 2110, 2112
digest of services .. ..	..	..	..	..	..	..	2170-2172
funds, management of .. ..	..	..	..	..	..	..	674, 675
" paymaster and quartermaster not to supervise ..	..	..	..	..	..	..	659
institutes .. ..	..	..	..	..	..	..	997-1027

<b>Regimental—continued—</b>	Para.
magazines, newspapers, &c., copies to be sent to British Museum .. .. .	2174
monthly returns to be furnished by O.C. .. .. .	2067
<b>Regimental depôts. [See Depôts.]</b>	
<b>Regimental districts—</b>	
commanding officer, absence of .. .. .	1843
“ “ duties of .. .. .	1846
“ “ officer, inspection of militia, volunteers, by .. .. .	1847
O.C. directs employment of all officers and N.C.O. in .. .. .	1850
<b>Register—</b>	
baptisms .. .. .	2176
births .. .. .	2181, 2182
certificates of education .. .. .	2186
civil employment .. .. .	2189
deaths .. .. .	2181, 2182
equitation .. .. .	2183, 2184
letters received .. .. .	2183
marriages .. .. .	2176, 2182
Registering of letters containing medals .. .. .	2041
Registrars of districts, reports to be made by C.O. to..	2181, 2182
<b>Regulations—</b>	
books of, officers to be frequently examined in .. .. .	676
list of books of regulations, &c., which officers are to be in possession of .. .. .	653
<b>Reliefs —</b>	
inspection of .. .. .	200
periods for.. .. .	206
<b>Religions—</b>	
books .. .. .	1219, 1220
ceremonies, salutes at, in colonies .. .. .	69
denominations, entry in small book .. .. .	698
“ “ list of .. .. .	691
instruction in army schools .. .. .	1215, 1217
<b>Remission of sentence of courts-martial .. .. .</b>	526
<b>Remount Establishment, inspector - general and assistant inspectors .. .. .</b>	621
<b>Remounts—</b>	
age .. .. .	631
arrival report .. .. .	629
branding .. .. .	624
care and exercise of .. .. .	647
descriptions kept at headquarters .. .. .	623
equipment of men fetching .. .. .	627
hind-feet may be left unshod .. .. .	648
horse book .. .. .	625
ill on joining, report .. .. .	628
inspection by veterinary officer .. .. .	644
numbering.. .. .	623-625
purchase .. .. .	621, 623
purchase, certifying animals for .. .. .	626
size, length of .. .. .	626, 651
veterinary history sheet .. .. .	631, 631
<b>Removal of N.C.O. from appointments .. .. .</b>	756, 757
<b>Reports .. .. .</b>	2067
armaments, new, by G.O.C. .. .. .	272
Canterbury riding establishment .. .. .	909
civil medical practitioners, employment of .. .. .	1716
company, sick .. .. .	1709
confidential. [See Confidential reports.]..	181, 182, 190, 208-214, 2067

Reports—continued—							Para.
deaths	..	..	..	..	..	..	2101-2107
deserters	..	..	..	..	..	..	548, 549
detachments on	..	..	..	..	..	..	211
disembarkation	..	..	..	..	..	..	1051
district, annual	..	..	..	..	..	..	200
guard	..	..	..	..	..	..	203
„ offences, awards entered in	..	..	..	..	..	..	431, 452, 453
illness in hospital, serious	..	..	..	..	..	..	1715
inspection. [See Inspection reports.]							
minor offence	..	..	..	..	..	..	452, 453
officers, arrival in England on leave	..	..	..	..	..	..	1927
„ character of sent home	..	..	..	..	..	..	1925
„ departure from England	..	..	..	..	..	..	1458
„ joining, on, in person	..	..	..	..	..	..	123
periodical	..	..	..	..	..	..	2037
riots and disturbances by G.O.C.	..	..	..	..	..	..	181
Reporting after 6 years service	..	..	..	..	..	..	815-819
Requisitions for supplies, stores, &c.	..	..	..	..	..	..	2077
Reserve, Army—							
called up, absorption of	..	..	..	..	..	..	751
civil employ, recommendation for	..	..	..	..	..	..	1833, 1839
commanding officer of	..	..	..	..	..	..	1869
court of inquiry, when subject to	..	..	..	..	..	..	542
court-martial sheet, entries in	..	..	..	..	..	..	2163
enlisted irregularly, reckoning of service	..	..	..	..	..	..	1844
fraudulent enlistment from, procedure	..	..	..	..	..	..	694
inspection of	..	..	..	..	..	..	1847
N.C.O., furlough for appointments in	..	..	..	..	..	..	1936
officers called out for service, precedence of	..	..	..	..	..	..	20, 21
retransfer to colours	..	..	..	..	..	..	1788
returns in which accounted for	..	..	..	..	..	..	1883
transfer to. [See Transfer.]	..	..	..	..	..	..	1769-1787
Resignation—							
non-commissioned officers, of rank	..	..	..	..	..	..	755
officers, applications	..	..	..	..	..	..	152, 153
„ declaration on	..	..	..	..	..	..	111-113
„ position after	..	..	..	..	..	..	14
„ retention till gazetted	..	..	..	..	..	..	151
Responsibility—							
chain of, in regiments	..	..	..	..	..	..	663, 681, 682
commanding officers of corps	..	..	..	..	..	..	669
companies, troops, batteries, commanders of	..	..	..	..	..	..	683
correspondence	..	..	..	..	..	..	2081
general officers	..	..	..	..	..	..	155
ness, economy to be enforced	..	..	..	..	..	..	231
„ order and discipline	..	..	..	..	..	..	244
money, public, and payments	..	..	..	..	..	..	655
officers	..	..	..	..	..	..	412
„ for correctness of documents transmitted	..	..	..	..	..	..	2081
„ on court-martial duty	..	..	..	..	..	..	507
persons having access to official records	..	..	..	..	..	..	2118
supplies and stores, public	..	..	..	..	..	..	670, 672
Restoration of forfeited service	..	..	..	..	..	..	1845
Retired officers—							
rank cannot be retained without the Queen's authority	..	..	..	..	..	..	18
residence, place or change of	..	..	..	..	..	..	154
Retirement of officers—							
applications, misconduct, owing to	..	..	..	..	..	..	152
„ purchase officers	..	..	..	..	..	..	152
„ transmission	..	..	..	..	..	..	116

<b>Retirement of officers—continued—</b>	Para.
claims, regimental or public, settlement of .. .. .	153
date for .. .. .	151
declaration.. .. .	111-113
"Gazette," notified in .. .. .	110
half-pay, temporary for medical unfitness .. .. .	150
purchase officers .. .. .	153
rules for .. .. .	109
<b>Retreat—</b>	
beat at sunset .. .. .	252
guards to turn out at .. .. .	254
<b>Return home of men after eight years' service abroad</b> .. .. .	815
<b>Returns—</b>	
active service .. .. .	2089
book for, how kept .. .. .	2169
casualties in action, how shown .. .. .	2107
colonial governors, to .. .. .	27
command broken up, rendered by G.O.C. .. .. .	2117
court-martials abroad, notices of.. .. .	2088
"    monthly to G.O.C. .. .. .	2098
depôt, between service companies and .. .. .	1886, 1886
"    cavalry, between service companies and .. .. .	1886
discharges .. .. .	1798
disembarkation .. .. .	1651, 1637
"    detachments from abroad .. .. .	1651
embarkation .. .. .	1463, 1404, 1494
"    abroad for home .. .. .	1493
"    commander of ship, furnished to.. .. .	1492
families left behind or sent home .. .. .	1622, 1582
general officers not to call for unnecessary .. .. .	2068
"    service, men liable to .. .. .	533
inspection. [See Confidential Reports.] .. .. .	181, 198
paymaster, copies of monthly, checked by .. .. .	2100
periodical, to headquarters, list of .. .. .	2087
punctuality in transmission of .. .. .	2087
recruits approved .. .. .	2087
regimental, attached officers of militia, volunteers, &c. .. .. .	2092
"    deserters .. .. .	2097
"    detachments sent abroad .. .. .	2094
"    general instructions.. .. .	2090-2098
"    men sent home or left at home .. .. .	2096
"    officers, absence .. .. .	2091
"    rejoining from leave or furlough .. .. .	2092
"    tables of height, and chest measurement .. .. .	2090
reports of casualties, &c.. .. .	2093-2107
ship, on board, C.O. to furnish required .. .. .	1474
<b>Reveille—</b>	
duties to be performed on sounding of.. .. .	253
guards to turn out at .. .. .	254
hour for .. .. .	252
<b>Review order of dress for officers</b> .. .. .	1954
<b>Riband of medals, soldiers'</b> .. .. .	2023
<b>Riding, certificate of proficiency for promotion</b> .. .. .	1190
<b>Riding classes—</b>	
dismissal from .. .. .	2184
equitation .. .. .	905 911
N.C.O. constants .. .. .	911
officers, attendance at .. .. .	908
register equitation .. .. .	2183, 2184
roll of .. .. .	2185



<b>Riding establishment at Canterbury—</b>	<b>Para.</b>
horses for .. .. .	910, 1278
reports .. .. .	909
riding master, certificate of fitness for .. .. .	908
„ selection for training for .. .. .	908, 1283
saddlery taken to .. .. .	910, 1279
selection of N.C.O. for training at .. .. .	907, 1282
system carried out regimentally .. .. .	911
<b>Riding-houses—</b>	
floor of, kept in repair .. .. .	906
inspection of, riding-master attends .. .. .	318
„ report of general officers .. .. .	906
new, board on, veterinary officer attends .. .. .	356
<b>Riding-masters—</b>	
applications for honorary rank, increase of pay .. .. .	149
certificate of proficiency necessary .. .. .	909
inspection of riding school, attendance.. .. .	318
N.C.O. training for .. .. .	908, 1283
„ „ report on .. .. .	909
report on continuance in service, increase of pay, &c. .. .. .	149
saddlery, superintend fitting of .. .. .	924
<b>Rifle brigade, precedence of .. .. .</b>	<b>1</b>
<b>Rifle ranges. [See Ranges.]</b>	
<b>Riots. [See also Civil power.]—</b>	
employment of troops in suppression of .. .. .	273-293
report of, by G.O.C. .. .. .	161
<b>Roman Catholic soldiers to attend their own church .. .. .</b>	<b>1303</b>
<b>Roman Catholics, descriptive term of religious denomination</b>	<b>694</b>
<b>Roster of duties .. .. .</b>	<b>241-249</b>
classification of duties .. .. .	242
colonels, not included in field officers' roster .. .. .	249
commences downwards .. .. .	241
garrison, artillery and engineer officers.. .. .	247, 248
„ staff of the day, &c. .. .. .	254
tours of duty how to count on .. .. .	243-245
<b>Rounds, commanders of guards to go day and night .. .. .</b>	<b>261, 262</b>
<b>Route marching in winter.. .. .</b>	<b>1058</b>
<b>Routes—</b>	
conveyance of sick horses .. .. .	1340
description of .. .. .	1339, 1345
G.O.C., district, issued by .. .. .	1347, 1349
instructions for travelling without .. .. .	1369
lost, vouchers for .. .. .	1344
medical officers with detachments included .. .. .	1333
officers, billets when drawn on .. .. .	1375
„ individual not issued for .. .. .	1339, 1345
Q.M.G. issued by .. .. .	1347, 1349
recruiting purposes for .. .. .	1350
school of military engineering, parties at .. .. .	1253
<b>Royal Family—</b>	
guards mounted over, salutes by .. .. .	65
honours to be paid by the troops to .. .. .	45
royal salutes of artillery to .. .. .	78
<b>Ruffle, of drums, to be beaten as salute .. .. .</b>	<b>45</b>
<b>Rugs for troops proceeding coastwise .. .. .</b>	<b>1329</b>
<b>Running drill, rules for the practice of .. .. .</b>	<b>1086</b>

<b>Sabretache.</b>	} [See Dress and Equipment.]	Para.
<b>Saddle-cloths.</b>		
<b>Saddlers—</b>		
assistant, detachments, duty with	.. .. .	928
promotion, saddle-tree makers and	.. .. .	760
<b>Saddlers and Saddle-tree-makers, instruction of men to</b>		
qualify as	.. .. .	929, 1298, 1294
<b>Saddlery—</b>		
cleaning in stables	.. .. .	871
detachments, repair of	.. .. .	928
fitting of	.. .. .	924
" certificate of	.. .. .	2087
riding establishment at Canterbury, taken to	.. .. .	910, 1279
ship, on board, cleaning of	.. .. .	1667
" " stowage of	.. .. .	1669
stripped and fitted half-yearly	.. .. .	928
<b>Saddle-tree makers, Indian service, disposal on</b>	.. .. .	930
<b>Saint Helena, period of year for embarkation for</b>	.. .. .	1457
<b>Salutes—</b>		
acting appointments	.. .. .	49, 50
artillery	.. .. .	76
" Colonial, special	.. .. .	89
" Governors and Lt. Governors, to	.. .. .	78, 82
" hours for firing..	.. .. .	90
" Royal Standard, &c.	.. .. .	81
" same individual in one capacity only	.. .. .	86
" ships, exchange with forbidden	.. .. .	84
" " foreign	.. .. .	86
" stations for	.. .. .	77
" victories and special occasions	.. .. .	89
boats, military	.. .. .	97
cadets, by	.. .. .	57
camp, inspection by member of Royal Family..	.. .. .	47
colonial governors..	.. .. .	48
colours, troops with uncessed to	.. .. .	53
C.O., of garrisons, camps, or stations	.. .. .	45
field-marshal	.. .. .	46
foreign crowned heads, &c.	.. .. .	45, 87
" officers	.. .. .	61, 79
foreigners, distinguished	.. .. .	79, 108
funerals, officers, and colours passing	.. .. .	53
" rounds fired	.. .. .	100-105
general	.. .. .	45
guards. [See also Guards.]	.. .. .	42, 45, 68-74
hours for firing artillery salutes	.. .. .	90
inspecting officers	.. .. .	45
instructions, artillery salutes	.. .. .	78-90
" flag stations at home and abroad..	.. .. .	76
" flags in vessels and boats	.. .. .	91, 93
" general rules	.. .. .	45, 62
" guards and sentries	.. .. .	64, 75
" " of honour	.. .. .	64-65
" official visits..	.. .. .	63
" salutes in boats	.. .. .	97
" saluting stations at home and abroad	.. .. .	77
national festivals, foreign	.. .. .	87
naval officers, to	.. .. .	68

<b>Salutes—continued—</b>								<b>Para.</b>
N.C.O. and men, by	..	..	..	..	..	..	60	
officers, by ..	..	..	..	..	..	..	56	
„ commanding a party..	..	..	..	..	..	..	55	
regiments, meeting each other	..	..	..	..	..	..	54	
“royal” ..	..	..	..	..	..	..	45, 46	
sentries ..	..	..	..	..	..	..	72-74	
viceroy ..	..	..	..	..	..	..	46	
warrant officers, by	..	..	..	..	..	..	60	
„ „ to	..	..	..	..	..	..	61	
<b>Saluting colour—</b>								
description of	..	..	..	..	..	..	44	
distinguishing flag of general officer on board ship	..	..	..	..	..	..	91	
<b>Sanitary—</b>								
arrangements in barracks..	..	..	..	..	..	..	339	
inspections by P. M. O.	..	..	..	..	..	..	306	
precautions in gymnasia	..	..	..	..	..	..	1080	
reports ..	..	..	..	..	..	..	1717	
Sash, how worn	..	..	..	..	..	..	1995, 2022	
<b>Savings-bank—</b>								
account of men about to be discharged ( <i>note</i> )	..	..	..	..	..	..	1796	
accounts, when less than 10, to be kept without extra pay	..	..	..	..	..	..	696	
established for soldiers	..	..	..	..	..	..	696	
Scale, issues to troops, adherence to	..	..	..	..	..	..	158	
Schedules of barrack furniture, &c.	..	..	..	..	..	..	325	
School of Army Signalling, classes at	..	..	..	..	..	..	1295, 1296	
School of Cookery, course at	..	..	..	..	..	..	702, 1239, 1246, 1249	
School of Gymnastics, instructors at	..	..	..	..	..	..	1114	
<b>School of Military Engineering, classes at—</b>								
arrangements for attendance	..	..	..	..	..	..	1251, 1254	
classes and periods	..	..	..	..	..	..	1239, 1250	
mess contributions of officers at	..	..	..	..	..	..	961	
N.C.O. and men, ineligible for, when	..	..	..	..	..	..	1253	
<b>School of Music—</b>								
instruments obtained at	..	..	..	..	..	..	992	
purpose of ..	..	..	..	..	..	..	983	
training at, for bandmasters, selection for	..	..	..	..	..	..	984, 1268	
„ „ „ „ preliminary instruction	..	..	..	..	..	..	988	
„ „ „ „ bandsmen, selection, recommendations	..	..	..	..	..	..	991, 1266, 1271	
„ „ „ „ equipment taken to	..	..	..	..	..	..	1266	
[ <i>See also Bandmasters and Bandsmen.</i> ]								
School of Musketry, officers at, mess contributions	..	..	..	..	..	..	961	
<b>School, Army—</b>								
attendance, boys	..	..	..	..	..	..	1217	
„ children	..	..	..	..	..	..	1223	
„ men to be encouraged	..	..	..	..	..	..	1217	
„ N.C.O.	..	..	..	..	..	..	1216, 1217	
„ regular	..	..	..	..	..	..	1220	
„ return of	..	..	..	..	..	..	1221	
boys	..	..	..	..	..	..	1217	
certificates of education, examination for	..	..	..	..	..	..	1222	
chapel	..	..	..	..	..	..	1226	
children, compulsory	..	..	..	..	..	..	1223, 1224	
choice of school allowed	..	..	..	..	..	..	1224	
detachment	..	..	..	..	..	..	1206	
evening classes	..	..	..	..	..	..	1218	
garrison	..	..	..	..	..	..	1207	
infant	..	..	..	..	..	..	1204	
inspection of	..	..	..	..	..	..	1210	

School, Army—continued—						Para.
inspectors, duties ..	..	..	..	..	..	1209
.. to attend boards on sites for	..	..	..	..	..	246, 248, 264, 265
N.C.O. ..	..	..	..	..	..	1217, 1218
objects of ..	..	..	..	..	..	1206
orderly for ..	..	..	..	..	..	1212
orders to be made known to schoolmasters, &c.	..	..	..	..	..	1211
regulations for ..	..	..	..	..	..	1210
religious instruction in ..	..	..	..	..	..	1217
report ..	..	..	..	..	..	2087
soldier assistants ..	..	..	..	..	..	1214
supervision of ..	..	..	..	..	..	1207
visiting ..	..	..	..	..	..	1209, 1212
Civil—						
attendance at ..	..	..	..	..	..	1224
.. return of ..	..	..	..	..	..	1224
School, Veterinary, instruction at ..	..	..	..	..	..	1298, 1300, 1301
Schoolmasters						
Army Orders made known to ..	..	..	..	..	..	1211
allocations, by whom kept ..	..	..	..	..	..	2129
books for lectures ..	..	..	..	..	..	1032
confidential report on ..	..	..	..	..	..	2097
continuance in service beyond 21 years ..	..	..	..	..	..	1767
directions for in Army School Regulations ..	..	..	..	..	..	1210
discharge by purchase ..	..	..	..	..	..	1810
examination for appointment ..	..	..	..	..	..	1227, 1228, 2087
.. applications to attend ..	..	..	..	..	..	1228
.. pupil teachers ..	..	..	..	..	..	1227
.. instructions for ..	..	..	..	..	..	1227
messes, sergeants', honorary members of ..	..	..	..	..	..	934
re-engagement ..	..	..	..	..	..	1747
School Materials ..	..	..	..	..	..	2124
School-orderly ..	..	..	..	..	..	1212
Schools and classes of instruction—						
course for saddlers and saddletree-makers, Woolwich Dock-yard ..	..	..	..	..	..	1203-1204
course for tailors at the Royal Army Clothing Department ..	..	..	..	..	..	1237
general instruction ..	..	..	..	..	..	1239-1244
instruction in Army Service Corps duties ..	..	..	..	..	..	1245
.. judging provisions, forage, &c... ..	..	..	..	..	..	1254-1259
practical instruction of officers in districts ..	..	..	..	..	..	1272-1277
riding classes for officers in districts ..	..	..	..	..	..	1247-1250
Royal Military School of Music Kneller Hall ..	..	..	..	..	..	1265-1271
School of Cookery Aldershot ..	..	..	..	..	..	1246-1249
.. Gymnastics, Aldershot and the Curragh ..	..	..	..	..	..	1280-1284
.. Military Engineering, Chatham ..	..	..	..	..	..	1250-1254
.. Musketry, Hythe ..	..	..	..	..	..	1255-1257
.. Signalling, Aldershot ..	..	..	..	..	..	1265-1266
the Ordnance College, Woolwich ..	..	..	..	..	..	1271-1272
.. Ruling Establishment, Canterbury ..	..	..	..	..	..	1274-1276
Veterinary School, Aldershot ..	..	..	..	..	..	1294-1301
Sea-bills, storage of, on board ship ..	..	..	..	..	..	1525
Second Lieutenant promotion of warrant of N.C.O.'s to ..	..	..	..	..	..	110, 112
Secret documents—						
note .. for custody of ..	..	..	..	..	..	2109, 2110, 2112
for the possession of ..	..	..	..	..	..	2111
Secretary of State for War, G.O.C. on active service to ..	..	..	..	..	..	2062
.. address despatches to ..	..	..	..	..	..	2062
Seeds for distribution in soldiers' gardens ..	..	..	..	..	..	1057

# Index.

500

	Para.
<b>Sentences of courts-martial</b> .. .. .	518
abroad, special provisions .. .. .	523
Channel Islands and Isle of Man deemed colonies .. .. .	581
confirming officer regulates .. .. .	523
"    "    remarks on .. .. .	524, 525
cumulative.. .. .	519
expiration of, calculation of date .. .. .	624
periods of mode of awarding .. .. .	520
<b>Sentries—</b>	
coffee for, at night .. .. .	286
forage stores, over, instructions for .. .. .	901
relief of, on guard .. .. .	286
saluting .. .. .	72-74
stable-guards, arms, orders to carry .. .. .	287
"    offences .. .. .	496
ship, on board, number and arming of .. .. .	1569
"    "    orders for .. .. .	1570-1574
visiting of .. .. .	261, 262
<b>Sentry boxes, charge of watch-coats for</b> .. .. .	272
<b>Serjeant-armourers. [See also Armourer Section.]</b> .. .. .	237.
	746-749, 777-779
<b>Serjeant-cooks—</b>	
accoutrements taken .. .. .	1242, 1244
appointment of .. .. .	702, 1246
certificate of competency .. .. .	703, 1249
duties of .. .. .	704
families do not accompany .. .. .	1244
instruction, course of, at Aldershot .. .. .	702, 1239, 1246
probationary service for .. .. .	1249
qualifications .. .. .	702, 1247
removal from appointment .. .. .	706
routes for course of instruction .. .. .	702
second cook, training, selection, &c. .. .. .	706, 1247
<b>Serjeant-drummer, trumpeter, bugler, training of..</b> .. .. .	937
<b>Serjeant-farriers—</b>	
duties .. .. .	915
horses to be daily examined by .. .. .	915, 921
instruction, examination .. .. .	914
"    selection for.. .. .	913
nail-making to be practised by .. .. .	917
parades to be attended by .. .. .	921
promotion to, certificate .. .. .	747, 768
shoeing-smiths to be trained by.. .. .	912
<b>Serjeant master-tailors—</b>	
appointment of .. .. .	806, 1297
board of examination on men proposed for training as .. .. .	1297
boys instructed by .. .. .	811
families, no barrack accommodation for .. .. .	1297
how borne on establishment of a corps .. .. .	807
instruction of men at Pimlico as .. .. .	806, 1297
materials, improper use of, by .. .. .	808-809
selling articles of dress forbidden .. .. .	809
<b>Serjeants—</b>	
allowed to act in certain capacities in officers' mess .. .. .	936
books required to be in possession of .. .. .	766
veto of Secretary of State on re-engagement of .. .. .	1750
<b>Servants, soldier—</b>	
dépôt, when to accompany officer to .. .. .	710
duties, military to be performed by .. .. .	709
forbidden, when allowance in lieu is issued .. .. .	711

**Servants, soldier—continued—**

	Para.
kitchens of unmarried officers, not to sleep in..	874
leave of absence, officers on .. ..	715
militia, adjutants and quartermasters .. ..	708
payment to .. ..	716
proportions allowed .. ..	708
retention of, away from soldier's station .. ..	708
"    by officers detached from their corps .. ..	712
returning home in attendance on sick officer .. ..	713
selection of.. ..	709
staff college, at .. ..	714
transfer of, with master, forbidden .. ..	710

**Service—**

abroad, reckoning of .. ..	2136
conditions of .. ..	1805
continuance beyond 21 years, armourer-serjeants .. ..	1757
"    "    "    conditions of .. ..	1757
"    "    "    discharge after .. ..	1758-1760
"    "    "    notice of.. ..	1758
extension of .. ..	1744, 1745
forfeited .. ..	1842
"    restoration .. ..	1843, 1845
"    "    return of men recommended .. ..	2087
former, reckoning of .. ..	1845
"    "    attestation, entered in .. ..	2136
reckoning of former .. ..	1845
"    towards limited engagement:—	
acts, to which subject .. ..	1841
attestation, when reckoned from .. ..	1841
forfeiture .. ..	1842
"    restoration .. ..	1843
reserve man, irregularly enlisted .. ..	1844
record, officers .. ..	2124
"    regiment, in digest .. ..	2170-2173
"    soldiers. [See also Attestation.] .. ..	2125
"    "    copy of, supplied to officers paying pensioners .. ..	1830
"    "    mode of recording .. ..	2137
re-engagement. [See Re-engagement.]	
transfer, modification of conditions on .. ..	1766

**Service, general -**

men liable to .. ..	532
"    "    "    return of prisoners .. ..	533

**Service companies—**

interchange of returns with dépôt .. ..	1885, 1886
men sent home from, to be struck off strength .. ..	2096
selection for .. ..	1454
state of, monthly, sent to dépôt.. ..	1488
transfer documents to accompany men joining, from dépôts..	1887

<b>Service-kit</b> .. ..	2026
--------------------------	------

**Ship, on board—**

ammunition, supply for and disposal of .. ..	1479, 1480, 1670
arms, stowage and charge of .. ..	1478, 1534
"    supply for .. ..	1479
baggage. [See Baggage.] .. ..	1497-1513, 1533, 1535
change of clothing .. ..	1501
command of troops .. ..	1531
documents, charge and disposal of .. ..	1482, 1618, 1651
dogs .. ..	1471
embarkation. [See Embarkation.]	
explosive articles excluded from baggage .. ..	1500



**Ship, on board—continued—**

families, embarkation. [See Families.]	1515-1524
horses. [See Horses on board ship.]	1662-1691, 820
liquor, sale on board in harbour forbidden	1680
matches, fuzes forbidden	1509
medicine, provision on board	1477
messing of officers, certificates or statement in lieu	1496
N.C.O. acting on	1541
officers, daily duty, on	1567-1559, 1564, 1565
" passages	1466-1468, 1628
prisoners completing sentences	806
" detention in custody	801, 808
" removal for embarkation on	806, 801, 808
private property, when in hospital or dead	1504
purchase of fruits and vegetables by troops	1680
rug for coastwise passages	1280
soldiers employed in general duties	1568
stowage of valises, sea-kits, &c.	1523, 1526
victualling	1526
wines, spirits, &c., not to be taken	1527

[See also Embarkation, Baggage.]

**Ship, N.M. Troop, on board—**

blankets for troops proceeding coastwise in	1280
cabins, of officers, allotment of	1476
commanding officer's duties as to documents, returns..	1474
complaints..	1474, 1507
customs duties at Bombay, returns of articles liable to	1514
disembarkation, baggage certificate	1600
embarkation. [See Embarkation.]	
library and games..	1472
messing certificates of officers, statement in lieu	1476
money chest provided by Admiralty	1491
officers, daily duty on	1557-1559, 1561
" uniform to embark in and wear	1532
passages for officers abroad in	1632
pea-jackets and caps	1478
punishments, defaulters book, entered in	2150
regulations applicable to, publication of	1459
" copies placed on board	1474
returns, embarkation, to commanders of	1492
stores, naval, deficiencies and losses	1646

**Ship, hired, on board—**

arrangements on board	1611
bedding, airing and stowage of	1568, 1591, 1609
" allotment and inspection	1542, 1602
" taken in before disembarkation	1640
berthing of troops, &c.	1524, 1529
boards on accommodation, messing, &c.	1596
bugle calls, table of	1588
cabins of officers, allotment of	1475
captain of the day	1558
certificates on disembarkation	1627, 1680
command	1523
commanding officers' duties as to documents, returns..	1474
complaints..	1597
cooking on board	1544
decks allotted for use of crew and troops respectively..	1581
" cleaning of troop-decks	1592, 1612
disembarkation from, returns and certificates required	1627, 1680
divine service on board	1587
embarkation, procedure on	1524, 1529

Ships, hired, on board—continued—						Part.
embarkation returns to commander of ship	..	..	..	..	..	1482
equipment of, memorandum regarding	..	..	..	..	..	1426
exercise of men	..	..	..	..	..	1582
fire calls	..	..	..	..	..	1588
" precautions and fire-stations	..	..	..	..	1570-1574,	1590
" sentries' duties in regard to	..	..	..	..	1570-1574	
fruits and vegetables, purchase in tropical climate	..	..	..	..	..	1630
games for	..	..	..	..	..	1473
guard duties, arrangements for	..	..	..	..	..	1506
hammocks	..	..	..	..	1539, 1642,	1602, 1640
inspection of, final	..	..	..	..	..	1487
" board for	..	..	..	..	..	1488
" prior to embarkation	..	..	..	..	1484-1488	
latrines in, care of	..	..	..	..	..	1611
library and games	..	..	..	..	1473, 1644	
liquor, sale to be prevented in harbour	..	..	..	..	..	1630
"man overboard," procedure	..	..	..	..	..	1590
meals of men to be attended by officer of the day	..	..	..	..	..	1505
medical inspection of	..	..	..	..	1484, 1488	
" officers' duties	..	..	..	..	..	1567
mess utensils, disembarkation, collected	..	..	..	..	..	1640
" inspection of	..	..	..	..	..	1602
messes of troops, allotment of	..	..	..	..	1534, 1539	
" boards of investigation	..	..	..	..	..	1598
messing certificates of officers, and complaints	..	..	..	..	..	1476
naval stores in, charges for losses, &c.	..	..	..	..	1640, 1641, 1643	
"officer of the day," duties	..	..	..	..	1564, 1565	
"officer of the watch," duties	..	..	..	..	..	1566
officers, daily duty, on	..	..	..	..	1567-1569	
" not to converse with sailors on duty	..	..	..	..	..	1576
orderlies	..	..	..	..	..	1562
parade	..	..	..	..	1585, 1586	
pea jackets and caps	..	..	..	..	1473, 1644	
prisoners, employment on duty	..	..	..	..	..	1596
recruits and awkward men, drill of	..	..	..	..	..	1586
regulations for, placed on board	..	..	..	..	..	1474
returns, disembarkation	..	..	..	..	1637, 1651, 1690	
" embarkation	..	..	..	..	..	1492
routine of duties and bugle calls	..	..	..	..	1568, 1591	
sentries, orders	..	..	..	..	1570-1574	
" posts and arming of	..	..	..	..	..	1583
serjeants of troop decks, duties of	..	..	..	..	..	1575
smoking	..	..	..	..	..	1579
stores, losses and deficiencies, naval	..	..	..	..	1640, 1641, 1643	
" war department	..	..	..	..	..	1644
transport officer a medium of communication	..	..	..	..	..	1582
watches	..	..	..	..	..	1546
water, supply of	..	..	..	..	..	1610
voyage report	..	..	..	..	..	1661
women, quarters, rules as to	..	..	..	..	..	1592
" routine	..	..	..	..	..	1591
Shooting horses—						
book for	..	..	..	..	..	916
by pioneers and artificers	..	..	..	..	798, 814	
cost	..	..	..	..	..	888
farmers to be attentive to	..	..	..	..	..	915
price for to cover other duties	..	..	..	..	..	919
remounts	..	..	..	..	..	849
shoe heels to be parred for front nails when shod in winter	..	..	..	..	..	923
transfer, previous to	..	..	..	..	..	923
(Q.R.)						2 1 2

							Para.
<b>Shoeing smiths—</b>							
duties .. .. .	..	..	..	..	..	..	915, 321
examination board and subjects ..	..	..	..	..	..	..	914
horses' feet, responsibility for ..	..	..	..	..	..	..	915, 921
infantry men trained as ..	..	..	..	..	..	..	814
nail-making to be learned by ..	..	..	..	..	..	..	917
parades, attendance at ..	..	..	..	..	..	..	921
promotion of, certificates required ..	..	..	..	..	..	..	763
"    to, certificates required ..	..	..	..	..	..	..	747
training .. .. .	..	..	..	..	..	..	794
"    by serjeant-farrier ..	..	..	..	..	..	..	912
"    selection for and conditions of ..	..	..	..	..	..	..	913
vacancies, how filled ..	..	..	..	..	..	..	913
veterinary school, instruction at ..	..	..	..	..	..	..	1301
<b>Shoemakers, workshops, employment of soldiers in</b> ..	..	..	..	..	..	..	813
<b>Shorthand, examinations in</b> ..	..	..	..	..	..	..	1198, 1206
<b>Sick—</b>							
duties in relation to ..	..	..	..	..	..	..	1695-1737
railway transport of ..	..	..	..	..	..	..	1383
hospital, to be sent to ..	..	..	..	..	..	..	1706
instructions for report, company ..	..	..	..	..	..	..	1709
<b>Sick furlough, soldiers</b> ..	..	..	..	..	..	..	1946, 1949, 1948
<b>Sick leave—</b>							
officers, abroad ..	..	..	..	..	..	..	1923, 1924, 1928
"    at home ..	..	..	..	..	..	..	1919
<b>Side-arms, divine service, worn at ..</b>	..	..	..	..	..	..	2016
<b>Signalling—</b>							
classes, instruction, appointment of instructors ..	..	..	..	..	..	..	1124-1134
instruction in, officers of cavalry ..	..	..	..	..	..	..	685
school of .. .. .	..	..	..	..	..	..	1295, 1296
<b>Signature</b>							
official documents ..	..	..	..	..	..	..	2074
soldiers in monthly accounts ..	..	..	..	..	..	..	638
<b>Singeing of troop-horses</b> ..	..	..	..	..	..	..	850
<b>Sites for buildings, instructions as to selection of</b> ..	..	..	..	..	..	..	356, 359, 364
<b>Sketching, field, instruction in; instruments; and disposal of</b>							
sketches .. .. .	..	..	..	..	..	..	1135-1140
<b>Sleeping out of quarters</b> ..	..	..	..	..	..	..	734
<b>Slipping in stables, prevention of</b> ..	..	..	..	..	..	..	856
<b>Small book, soldiers to possess</b> ..	..	..	..	..	..	..	103
<b>Smiths, Artillery</b> ..	..	..	..	..	..	..	815
<b>Smoking—</b>							
in barracks, care to be taken ..	..	..	..	..	..	..	346, 347
in recreation rooms ..	..	..	..	..	..	..	1020
in streets .. .. .	..	..	..	..	..	..	605
on board ship .. .. .	..	..	..	..	..	..	1579
<b>Snow, removal of, from roofs of buildings</b> ..	..	..	..	..	..	..	345
<b>Soldier-servants. [See Servants.]</b> ..	..	..	..	..	..	..	708-717
<b>Sovereign—</b>							
colours lowered to the ..	..	..	..	..	..	..	41
flags on board ship which indicate the presence of the	..	..	..	..	..	..	81
guards mounted over, salutes by ..	..	..	..	..	..	..	66
honours and salutes to the ..	..	..	..	..	..	..	45, 46
royal salute of guns to ..	..	..	..	..	..	..	74
<b>Spikes, when worn with helmets</b> ..	..	..	..	..	..	..	1967
<b>Spirits—</b>							
sale of, in canteens at home ..	..	..	..	..	..	..	1010
ship on board, not to be taken ..	..	..	..	..	..	..	1537
<b>Squad-bags, articles to be carried in</b> ..	..	..	..	..	..	..	2026
<b>Squad-books, subalterns to have in their possession</b> ..	..	..	..	..	..	..	663
<b>Squadron-books, list and charge of</b> ..	..	..	..	..	..	..	2150

	Para.
<b>Squadron defaulters-book.</b> .. .. .	2190, 2191
<b>Squadron Quartermaster-Serjeant, selection and duties of.</b> ..	760
<b>Squadron Serjeant-Major, selection and duties of</b> .. ..	760
<b>Squads, division of a squadron into</b> .. .. .	682
<b>Stables—</b>	
cala .. .. .	867
fire precautions against .. .. .	346, 347
inspections and cleanliness of .. .. .	853
prevention of shipping in .. .. .	856
rules for management .. .. .	858-882
sentries over, offences of .. .. .	495
sweeping clean .. .. .	881
ventilation .. .. .	882
veterinary officer to attend board on new .. .. .	856, 864
windows, opening of .. .. .	882
<b>Stable duties—</b>	
routine of .. .. .	867-892
ship, on board .. .. .	1689
<b>Stable guards</b> .. .. .	267
offences of .. .. .	495
on board ship .. .. .	1688
<b>Stable hours.</b> .. .. .	860, 866
<b>Staff</b>	
active service, to accompany regiments on .. .. .	221
appointments to .. .. .	215-222
competency of officers to be ascertained by G.O.C. .. ..	157
dress of .. .. .	1972-1981
duties of staff .. .. .	223-228
Gazette, notification of appointment .. .. .	220
general, duties of and numbers and status of .. .. .	223, 224
" qualifications for .. .. .	217
India, to accompany regiments on departure to or from ..	221
leave of absence .. .. .	1896
personal, examination for .. .. .	218
" change of .. .. .	219
regimental, for garrison duties .. .. .	259
rejoin regiments after Staff College course .. .. .	216
reports on .. .. .	181, 202, 207, 208, 213
selection for .. .. .	215
" confidential reports, a guide .. .. .	218
service qualifications for .. .. .	215
shorthand, knowledge of, recommended to staff officers	218, 1194
uniform .. .. .	1972-1981
" at inspections by C.-in-C. .. .. .	1954
<b>Staff clerks, military</b>	
abroad, relief .. .. .	1465A
confidential report, annual .. .. .	778
continuance in service beyond 21 years .. .. .	1757
engineers, qualifications .. .. .	746
re-engagement .. .. .	1747
removal for incapacity, &c., disposal of .. .. .	774
services dispensed with .. .. .	772
sickness, incapacity through .. .. .	772
<b>Staff College—</b>	
general instructions to candidates for admission to ..	1143-1154
graduates, attached to other arms for instruction .. ..	1154
" rejoin corps before appointment to staff .. .. .	216
leave of absence not granted for study for .. .. .	1208
mess funds, regimental, exempt from .. .. .	961, 969

<b>Staff College—continued—</b>	Para.
regulations, copies of, how obtained .. .. .	1143
servants, soldier, of officers at .. .. .	714
staff, general, vacancies, filled from .. .. .	217
<b>Staff diaries, preparation of (Appendix III.)</b> .. .. .	154
<b>Staff for the inspection of warlike stores—</b>	
staff officer for instruction, duties of .. .. .	227
<b>Staff officer for instruction, duties of</b> .. .. .	227
<b>Stage, erection of, authority for</b> .. .. .	320
<b>Stalls, spare, on board ship</b> .. .. .	1630
<b>Standard of the Prince of Wales—</b>	
salutes, not returned by .. .. .	81
„ paid to .. .. .	79
<b>Standard, Royal—</b>	
salutes to .. .. .	78
stations for hoisting .. .. .	76
<b>Standards, colours, and guidons</b> .. .. .	37-43
authority for alterations .. .. .	39
guards, when carried by .. .. .	41
requisitions for new .. .. .	43
saluted with highest honours .. .. .	43, 45
<b>Standing orders not to be altered by officers in temporary</b>	
command .. .. .	675
<b>State ceremonials, honours paid at</b> .. .. .	46
<b>States, comparison with regimental defaulter book</b> .. .. .	2156
<b>Stationery</b>	
forms and books .. .. .	2194
school materials .. .. .	2194
signalling classes .. .. .	1128, 1256
supply .. .. .	2194
useless, disposal of .. .. .	2194
<b>Station hospitals. [See Hospitals.]</b>	
<b>Stations—</b>	
at which flags may be hoisted .. .. .	76
at which salutes may be fired .. .. .	77
<b>Stirrup-irons, roughing of..</b> .. .. .	926
<b>Stokers, employment of soldiers as on board ship</b> .. .. .	1563
<b>Stoppages—</b>	
court-martial for obtaining a free kit .. .. .	496
„ for public property lost or made away with .. .. .	497-501
„ for theft .. .. .	521
<b>Stores—</b>	
barrack. [See Barrack-stores.]	
correspondence about .. .. .	2077
dépôt, charge of .. .. .	1820
forage, custody of keys of .. .. .	801
loss of, to be investigated by Court of Inquiry .. .. .	539-541
guards, charge of .. .. .	872
movement of, arrangements made by Q.M.G.. .. .	1457
quartermaster's responsibility .. .. .	656
responsibility of C.O. of corps for public .. .. .	670, 672
<b>Strait Settlements, period of year for embarkation for</b> .. .. .	1457
<b>Strangers—</b>	
admission of, into barracks .. .. .	402
„ „ „ national defences .. .. .	281
<b>Straw, for bedding of horses</b> .. .. .	563-566
<b>Stretcher-bearers, training, organisation, &amp;c., of</b> .. .. .	1733-1740
<b>Subaltern officers</b>	
adjutant, encouraged to qualify as .. .. .	677
information and advice to, by superior officers .. .. .	682

<b>Subaltern officers—continued—</b>	Para.
proficiency of .. .. .	686
responsibility for squads, divisions, or half companies ..	668
<b>Subaltern of the day, garrison duties .. .. .</b>	257
<b>Submarine Mining Service—</b>	
charge of operations, practice, &c. .. .. .	299
correspondence regarding .. .. .	2072
vessels for, flags .. .. .	92
<b>Sub-reports, at yearly inspections .. .. .</b>	211
<b>Subscriptions—</b>	
bands, regimental.. .. .	982
libraries, garrison .. .. .	1028, 1030, 1032
mess, officers' .. .. .	948-970
recreation rooms .. .. .	1022
unauthorised .. .. .	668
<b>Subsistence to soldiers overstaying furlough .. .. .</b>	1942
<b>Suez Canal, payment of dues .. .. .</b>	1683
<b>Suicide, report of .. .. .</b>	2106
<b>Summary—</b>	
punishment .. .. .	460
,, offences for which awarded .. .. .	454
<b>Superior officer—</b>	
definition of .. .. .	482
mode of dealing with offences .. .. .	481, 488
offences against .. .. .	488
<b>Superiors, praise or censure of, forbidden.. .. .</b>	415
<b>Supplies—</b>	
barrack section, W.O. and serjeants not responsible .. ..	401
contracts for messing .. .. .	698
commanding officer responsible for .. .. .	670, 672
loss of, to be investigated by Court of Inquiry .. .. .	539-541
officer in charge of, notice of movements to .. .. .	1330
quartermaster's responsibility for .. .. .	656
<b>Surgical Instruments for ships .. .. .</b>	1477
<b>Surveying class, officers at School of Military Engineering</b>	
military, by officers .. .. .	1239, 1250, 1251, 1254
<b>Swimmers, lists to be kept in each squadron and company ..</b>	1111
<b>Swimming—</b>	
bathing parades for instruction in .. .. .	1109
horses, disembarkation .. .. .	1693, 1694
,, embarkation .. .. .	1678
periodical trials of men instructed in .. .. .	1111
prevention of accidents .. .. .	1110
<b>Sword Exercise, infantry officers.. .. .</b>	1103-1108
<b>Sword, Sword-belt, &amp;c.—</b>	
how worn by officers .. .. .	1971
,, ,, infantry .. .. .	1906

## T.

<b>Tactical fitness of majors for command, testing. [See</b>	
Appendix VIII] .. .. .	1194-1197
<b>Tailors. [See also Serjeant Master-Tailors.]</b>	806-810, 1297
training of boys as .. .. .	727, 811
<b>Tanks and cisterns, cleaning of .. .. .</b>	337, 400
<b>Target-practice, attendance of medical officers at .. .. .</b>	1730
<b>Tattoo—</b>	
bugle sounds not permitted after .. .. .	254
guards to turn out at .. .. .	264
hour for .. .. .	252



# Index

506

						Pete.
<b>Telegram—</b>						
to A.G. on a ship touching at a home port .. ..	..	..	..	..	..	1037, 1047
" when troops move in aid of Civil Power .. ..	..	..	..	..	..	274
to friends, patients in hospital ill or dead .. ..	..	..	..	..	..	1715
Temporary orders, book for .. ..	..	..	..	..	..	2122
<b>Testimonials—</b>						
applications, not to be forwarded with .. ..	..	..	..	..	..	416
superiors, &c., forbidden .. ..	..	..	..	..	..	416
<b>Theft—</b>						
crime of, to be dealt with by court-martial .. ..	..	..	..	..	..	480
stoppages for .. ..	..	..	..	..	..	531
<b>Time-expired Men—</b>						
discharge depot, nominal lists of, monthly .. ..	..	..	..	..	..	1797
sent home, disposal of .. ..	..	..	..	..	..	1053
" officers in charge of .. ..	..	..	..	..	..	1053
" vacancies, filling up .. ..	..	..	..	..	..	1224
<b>Tools—</b>						
fencing soldiers' gardens .. ..	..	..	..	..	..	1057
pioneers and regimental workshops .. ..	..	..	..	..	..	802, 804
Tours of service abroad .. ..	..	..	..	..	..	1465A
<b>Tower of London, Constable to be furnished with disembarka-</b>						
tion returns .. ..	..	..	..	..	..	1490
<b>Trades—</b>						
children of soldiers, instruction in .. ..	..	..	..	..	..	790
classification of men by .. ..	..	..	..	..	..	800
employment of soldiers in .. ..	..	..	..	..	..	789-812
<b>Training, Military—</b>						
artillery .. ..	..	..	..	..	..	1064-1066
cavalry .. ..	..	..	..	..	..	1061-1063
engineers—field works .. ..	..	..	..	..	..	1067-1069
field sketching, reconnaissance, and coast defence problems .. ..	..	..	..	..	..	1135-1140
general instructions .. ..	..	..	..	..	..	1058-1060
gymnastic instructors and gymnastic training .. ..	..	..	..	..	..	1112-1119
infantry gun exercise in fortresses .. ..	..	..	..	..	..	233
" marching .. ..	..	..	..	..	..	1088-1094
" recruits .. ..	..	..	..	..	..	1070-1083
" " [See Recruits.] .. ..	..	..	..	..	..	1070, 1072-1076, 1077
" trained soldiers .. ..	..	..	..	..	..	1063-1067
instruction in swordsmanship .. ..	..	..	..	..	..	1103-1108
lectures on War History of Regiment .. ..	..	..	..	..	..	1060A
machine guns .. ..	..	..	..	..	..	1099-1102
military surveys by officers .. ..	..	..	..	..	..	1141-1143
musketry .. ..	..	..	..	..	..	1095-1098
practical instruction, &c., in districts .. ..	..	..	..	..	..	1163-1169
professional, all ranks, G.O.C.'s responsible for .. ..	..	..	..	..	..	156
range-taking .. ..	..	..	..	..	..	1120-1123
signalling .. ..	..	..	..	..	..	1124-1134
swimming .. ..	..	..	..	..	..	1109-1111
<b>Transfer—</b>						
abroad to .. ..	..	..	..	..	..	1763
applications .. ..	..	..	..	..	..	1761
arms, accoutrements, with men .. ..	..	..	..	..	..	2037
Army Ordnance Corps, to and from .. ..	..	..	..	..	..	1767, 1768
Army Service Corps .. ..	..	..	..	..	..	1767, 1768
" barrack section .. ..	..	..	..	..	..	1767, 1768
" documents disposed of .. ..	..	..	..	..	..	1765
" reserve .. ..	..	..	..	..	..	1768
" service modified on .. ..	..	..	..	..	..	1768



Transfer—continued—						Page.
reserve, to, medically unfit	..	..	..	..	..	1775
" " proceedings, transmission of	..	..	..	..	..	1780
" " re-transfer from	..	..	..	..	..	1786
re-transfer, departmental corps, Army Service Corps..	..	..	..	..	..	1787
" permanent staff, Militia, Yeomanry, Volunteers..	..	..	..	..	..	1867
" reserve men	..	..	..	..	..	1786
routes for	..	..	..	..	..	1800
service, conditions of, modified on	..	..	..	..	..	1786
under 3 months' service	..	..	..	..	..	1787, 1788
Transport duties, training in	..	..	..	..	..	818 [App. XI]
Transport of troops, baggage, and stores—						
baggage, of, on the march, wagons for	..	..	..	..	..	1424
railway	..	..	..	..	..	1380-1417
regimental, Infantry, Establishment	..	..	..	..	..	818
to and from stations abroad, disembarkations	..	..	..	..	..	1404-1451
" " " disposal of detachments arriving	..	..	..	..	..	
from abroad	..	..	..	..	..	1452-1451
" " " duties on board ship	..	..	..	..	..	1551-1614
" " " embarkations: shipment of	..	..	..	..	..	
baggage; embarkation of	..	..	..	..	..	
families and troops	..	..	..	..	..	1497-1550
" " " inspection and fitting of hired	..	..	..	..	..	
ships	..	..	..	..	..	1483-1489
" " " intermediate ports	..	..	..	..	..	1627-1633
" " " mounted troops and horses:	..	..	..	..	..	
embarking, &c.; management	..	..	..	..	..	
on board; stable duties;	..	..	..	..	..	
disembarkations	..	..	..	..	..	1663-1694
" " " preliminary arrangements	..	..	..	..	..	1457-1482
" " " special instructions for home-	..	..	..	..	..	
ward voyages	..	..	..	..	..	1615-1626
" " " superintendence and reports of	..	..	..	..	..	
embarkation	..	..	..	..	..	1490-1496
within the United Kingdom, conveyance of baggage..	..	..	..	..	..	1423-1433
" " " conveyance of War Department	..	..	..	..	..	
stores	..	..	..	..	..	1434-1456
" " " general instructions	..	..	..	..	..	1321-1338
" " " marches	..	..	..	..	..	1373-1377
" " " movement of troops by rail-	..	..	..	..	..	
way	..	..	..	..	..	1378-1423
" " " movements of individuals with-	..	..	..	..	..	
out routes	..	..	..	..	..	1369-1372
" " " routes	..	..	..	..	..	1339-1353
" " " travelling warrants	..	..	..	..	..	1354-1368
[See also Ships, Baggage, Embarkation.]						
Travelling allowance, demands, &c., for, to whom made	..	..	..	..	..	2078
Travelling on duty—						
men detained in London	..	..	..	..	..	1335
railway fares	..	..	..	..	..	1371, 1372
Travelling warrants	..	..	..	..	..	1354-1368
Treason, penalties under Army Act for	..	..	..	..	..	429
Treasury chest, at stations abroad..	..	..	..	..	..	172-175
Trespassing of officers and soldiers to be prohibited	..	..	..	..	..	159
Trinkets forbidden outside uniforms	..	..	..	..	..	1960
Troop ship, definition of (note). [See Ships.]	..	..	..	..	..	1453
Troop freight ship, definition of (note)	..	..	..	..	..	1483
Troops of engineers, designated by letters	..	..	..	..	..	652
Tropical climates, purchasing fruits, &c., on board ship in	..	..	..	..	..	1630

<b>Trumpet sounds—</b>							Para.
authorized books of .. .. .	..	..	..	..	..	..	978
prohibited between tattoo and reveille ..	..	..	..	..	..	..	254
<b>Trunk, bullock .. .. .</b>	..	..	..	..	..	..	2007, 2008
<b>Tunic, when worn by infantry officers ..</b>	..	..	..	..	..	..	1903

## U.

**Uniform—**

abroad, on leave from .. .. .	..	..	..	..	..	..	1968
brevet field officers .. .. .	..	..	..	..	..	..	1965
brigadiers, temporary .. .. .	..	..	..	..	..	..	1975
foreign countries, in .. .. .	..	..	..	..	..	..	1968
"    manœuvres, at .. .. .	..	..	..	..	..	..	1904
general officers who are colonels of regiments ..	..	..	..	..	..	..	1973
quarters and camp .. .. .	..	..	..	..	..	..	1908
staff officers .. .. .	..	..	..	..	..	..	1972-1980
"    acting .. .. .	..	..	..	..	..	..	1976
<b>Union Jack—</b>							
distinguishing flag for G.O.C. stations, pattern of ..	..	..	..	..	..	..	91
stations authorized for hoisting .. .. .	..	..	..	..	..	..	76
<b>Unoccupied buildings, charge of .. .. .</b>	..	..	..	..	..	..	331
<b>Urninals to be flushed and taken care of ..</b>	..	..	..	..	..	..	338, 339

## V.

<b>Vaccination of soldiers' families before embarking ..</b>	..	..	..	..	..	..	1461
<b>Valise—</b>							
care of, on board ship .. .. .	..	..	..	..	..	..	1533, 1535
disposal of, in barracks .. .. .	..	..	..	..	..	..	1025
<b>Valuables, custody of on board ship .. .. .</b>	..	..	..	..	..	..	1481, 1494
<b>Vegetables and fruits, on board ship .. .. .</b>	..	..	..	..	..	..	1630
<b>Veneral disease, concealment of, and report of ..</b>	..	..	..	..	..	..	430
<b>Ventilation—</b>							
of horse transports .. .. .	..	..	..	..	..	..	1682
of rooms in barracks .. .. .	..	..	..	..	..	..	334
of stables .. .. .	..	..	..	..	..	..	854
<b>Veterinary history sheet of horses .. .. .</b>	..	..	..	..	..	..	830, 857
<b>Veterinary school—</b>							
certificates, necessary for N.C.O. .. .. .	..	..	..	..	..	..	768
classes .. .. .	..	..	..	..	..	..	1298, 1301
<b>Veterinary officers—</b>							
access to stables, &c. .. .. .	..	..	..	..	..	..	883-885
books of .. .. .	..	..	..	..	..	..	2187
civil, bills of .. .. .	..	..	..	..	..	..	895-897
"    employment of .. .. .	..	..	..	..	..	..	894
dress of .. .. .	..	..	..	..	..	..	2001
duties .. .. .	..	..	..	..	..	..	843-850
horse transports .. .. .	..	..	..	..	..	..	1645
"    "    attend board of inspection .. .. .	..	..	..	..	..	..	1484
infirmary, attend inspection of .. .. .	..	..	..	..	..	..	318
inspecting .. .. .	..	..	..	..	..	..	853
inspection of detachments .. .. .	..	..	..	..	..	..	889
"    remounts .. .. .	..	..	..	..	..	..	884
"    transferred horses .. .. .	..	..	..	..	..	..	888
instruction at veterinary school .. .. .	..	..	..	..	..	..	1299, 1301
orderlies, horse infirmary, placed under .. .. .	..	..	..	..	..	..	896
regulations, officers to possess copy of .. .. .	..	..	..	..	..	..	653



<b>Warrant officers—continued—</b>	Para.
marriage of, information to C.O. .. .. .	719
plain clothes .. .. .	2009
precedence.. .. .	87
promotion to 2nd lieutenant .. .. .	116, 119
"    "    "    examination for .. .. .	1174
re-engagement .. .. .	1747
travelling, orders in lieu of routes .. .. .	1359
<b>Warrant, Royal, for Pay, &amp;c.—</b>	
officers to be examined in .. .. .	676
<b>Warrants, railway and passage—</b>	
soldiers overstaying furlough .. .. .	1943, 1944
"    "    "    issue of, notified to C.O. .. .. .	1943
<b>Washing—</b>	
and ironing in sleeping rooms forbidden .. .. .	336
floors in barracks .. .. .	335
of decks on board hired ships .. .. .	1592, 1613
<b>Watch-chains forbidden outside uniform..</b>	1960
<b>Watch-coats for sentries, charge of</b> .. .. .	373
<b>Watches, division of troops embarked into</b>	1546
<b>Water—</b>	
for horses .. .. .	860
on board ship .. .. .	1610
return of consumption, quarterly .. .. .	2067
supply, quartermaster responsible for regular performance of duties .. .. .	340
waste of, in barracks prohibited.. .. .	392, 400
<b>Water-bottles, preservation of</b> .. .. .	2024
<b>Weekly returns, list of</b> .. .. .	2067
<b>Weights and measures of institutes, inspection of</b> .. .. .	1008
<b>West Coast of Africa, period of year for embarkation for</b>	1467
<b>West India Regiment—</b>	
discharge of men in .. .. .	1836
precedence of .. .. .	1
<b>West Indies, period for embarkation to</b> .. .. .	1467
<b>Wheelers, artillery</b> .. .. .	815
<b>Whistles, how worn</b> .. .. .	1971
<b>Wills, execution of, in hospital</b> .. .. .	1716
<b>Windows, barrack, opening and cleaning</b> .. .. .	329, 334
<b>Wind sails, horse-transport</b> .. .. .	1682
<b>Winter, encamping troops in the United Kingdom, in</b> .. .. .	164
<b>Winter leave, restrictions under which granted</b> .. .. .	1911
<b>Witness to declarations</b> .. .. .	113
<b>Witnesses—</b>	
attendance of military prisoners as .. .. .	598
"    of, when not serving in same district or belong- ing to navy or marines.. .. .	506
identification of deserters, for .. .. .	506
<b>Wives of soldiers—</b>	
claiming discharge of husbands .. .. .	1806
disposal of, on landing from abroad .. .. .	1653
filling up of vacancies in "married roll" abroad .. .. .	723
[See also Families.]	
<b>"Word," the (parole) to be given by governors of colonies</b> .. .. .	25
<b>Working parties</b> .. .. .	294-295
authority for .. .. .	294
cavalry and horse artillery and riding establishment.. .. .	294
detailing, mode of.. .. .	297
engineer officer, charge of .. .. .	299
fatigue, duties classed as .. .. .	296



# Index.

514

Working parties—continued—						Para.
field service, detailing mode of, for	..	..	..	..	..	297
„ no working pay	..	..	..	..	..	294
guns, heavy, moving of	..	..	..	..	..	298
meals	..	..	..	..	..	302
N.C.O. liability for	..	..	..	..	..	300
superintending N.C.O.	..	..	..	..	..	301
„ officer, duties	..	..	..	..	..	297
Working pay, not issued for ordinary military labour						294
Workshops, regimental—						
application for, how made	..	..	..	..	..	804
balance sheet	..	..	..	..	..	792
banking account	..	..	..	..	..	792
cash account	..	..	..	..	..	792
charge of	..	..	..	..	..	791
credit, limit of	..	..	..	..	..	792
children of soldiers instructed in	..	..	..	..	..	790
establishment and maintenance of	..	..	..	..	..	789
fund	..	..	..	..	..	802
„ apportionment of	..	..	..	..	..	803
pioneer	..	..	..	..	..	792-804
shoemakers'	..	..	..	..	..	812
soldiers to be encouraged to use.	..	..	..	..	..	801
supervision of	..	..	..	..	..	791
tailors'	..	..	..	..	..	804-811, 1297
Wounds, entry of, in small book	..	..	..	..	..	696

## Y.

### Yeomanry Cavalry—

adjutants, appointment	..	..	..	111-113, 122-127
„ report on, confidential	..	..	..	208
gymnasia, instruction in	..	..	..	1119
officers, attached, shown in regimental returns	..	..	..	2092
„ rank	..	..	..	2
permanent staff	..	..	..	1851-1868
„ „ transfer, posting, &c.	..	..	..	1851-1861
[See Permanent Staff.]				
precedence of	..	..	..	1



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